

In accordance with the guidelines provided by DFAS, the DCMC Trusted Agent Procedural Guidance was developed by the Districts, DFAS, and DMC to standardize the expanded access.

No supplementation to this Procedural Guidance is permitted without prior coordination and approval with the DCMC Trusted Agent Team.

Supplementation by a CAO is not authorized. Recommendations or changes to this guidance shall be submitted to your Local Functional and Systems Support Team (FASST).

Program & System Advisory Team

(PSAT)

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INTRODUCTION

DFAS, DLA, and DCMC have authorized expanded MOCAS access to an Individual designated as a Trusted Agent . However, a number of fields now available to Trusted Agents because of the new profiles, must not be accessed since the fields affect payment .

NOTE : IT CANNOT BE EMPHASIZED TOO STRONGLY THAT EVEN THOUGH YOU MAY BE ABLE TO ACCESS ADDITIONAL FIELDS WITH YOUR TRUSTED AGENT CODES, NO FIELDS BUT THOSE AUTHORIZED FOR INPUT SHOULD BE CHANGED. ALL TRUSTED AGENTS WILL HAVE THEIR WORK MONITORED TO ENSURE THAT THESE RULES ARE FOLLOWED. ANY TRUSTED AGENT MAKING CHANGES TO FIELDS OTHER THAN THOSE AUTHORIZED, MAY HAVE THEIR TRUSTED AGENT CODE REVOKED.

Trusted Agents are nominated by CAO commanders and will be authorized access by the Functional and System Support Team (FASST). CAO Commanders will be accountable for the Trusted Agent actions.

Trusted Agents are functionally interchangeable.

NOTE: THE FIELDS ON PAGES 4 & 5 WHICH ARE IDENTIFIED HAVE ALWAYS BEEN ACCESSIBLE TO AUTHORIZED USERS. CORRECTIONS OF DATA IN THESE FIELDS SHOULD CONTINUE TO BE MADE BY CAO PERSONNEL **WITHOUT TRUSTED AGENT CODES.**

STANDARD OPERATING PROCEDURES (SOP) FOR TRUSTED AGENTS

1. **PURPOSE** : Trusted Agents access is designed to provide expanded capability to correct the MOCAS data base . Prohibitions are listed in paragraph 4 below. Truste Agent access authorizes selected corrections previously restricted to the payment office.
2. **OBJECTIVE** : Correct, maintain, and purify the data base. Accuracy of the data base affects administration, delivery, acceptance and payment.
3. **SCOPE** : This SOP applies to CAO personnel .
4. **PROHIBITED** : Trusted Agents are prohibited from the following actions :
 - a. The CLR (Contingent Liability Record/Accounting Classification Data Record) changes.
 - b. CAGE/Contractor Address Changes.
 - c. Movement of Contracts to Section 4.
 - d. Initial Contract/Modification input.
5. **PROCEDURES** : Proposed corrections should be thoroughly researched by the requestor before being submitted to the Trusted Agent. The Trusted Agent shall not accept any corrections unless accompanied by a DLA Form 1797 documented with the reason for correction. Abstracts, or screen prints, with corrections to be made, circled in red, are acceptable as supporting documentation from the functional element. In addition, Trusted Agents making changes on their own workload must prepare 1797's for audit trail purposes.
 - a. Trusted Agents should maintain a file with all completed corrections for 45 days, after which the documents will be forwarded for filing in the official contract file. If DFAS questions a change to the data base, they may request documentation used as the basis for making the change.
 - b. Requests for changes (1797's) without proper documentation, should be returned to the requestor without action and so annotated.
 - c. Pen and ink changes to a contractual document are not acceptable. All 1797's that request a change due to a pen and ink change should be returned to the requestor. If the change is valid the ACO must issue a mod. Trusted Agents are not authorized to input Modifications. The mod must be sent through the ACO Mod Module or manually entered into MOCAS by individual authorized to input ACO issued documents.

STANDARD OPERATING PROCEDURES (SOP) FOR TRUSTED AGENTS

d. Trusted Agents will make all corrections they are authorized to make. Requests will not be sent to DFAS to make changes that can be made in a field office. Errors of a significant repetitive nature should be brought to the attention of the FASST and or DFAS management personnel.

NOTE : In accordance with the DLA/DCMC Concept of Operations with DFAS and DMC where corrections/additions on a single contract or multiple orders under a single BOA or IDT are voluminous (i.e.; more than 10 supply line items, 10 supply schedules or 20 service line items), the omissions/corrections will be returned to DFAS for processing/input. However, when Trusted Agent actions to supply/schedule or service lines exceed the numbers identified and these changes are needed expeditiously, it is in the CAOs best interest to have the Trusted Agent execute that change.

e. No correction/actions will be made to MILSCAP transmissions until receipt of the hard copy document at DFAS. This includes even minor changes, i.e.; Production Surveillance (category) 1 or 2.

f. Once a change has begun it must be followed through to completion . A Trusted Agent cannot begin processing a change and then decide it should be completed by DFAS. If the change is too large or too complex forward to DFAS Input supervisor for action.

g. The requester is responsible for verifying corrections made by reviewing the new abstract or through on-line inquiry.

h. Changes to the database affecting payment, such as the addition or deletion of R9 remarks, line items, special provision codes, section moves, etc., will be closely monitored by DFAS using the Before and After report (UNMD150B, BEFV and AFTV Transaction Comparison).

i. Security violations logged against the system will be closely monitored. A security violation usually means that a system user is trying to enter a field or application they are not authorized to change or use. Continuous security violations against any Trusted Agent USER ID may result with that Trusted Agent USER ID code being revoked.

j. Trusted Agents must check the unvalidated list by USER ID no less than once a week to ensure that no contracts are present. Remember while you have a contract on the unvalidated list, no other user will be able to make corrections or enter modifications, if needed.

ROUTINE CAO MOCAS FIELDS

A. CONTRACT INPUT Support Contracts (Including NASA)

CAO Personnel will input, correct, and close out all support contracts.

NOTES :

- a. ODO Support Contract input is the SOLE responsibility of CAO personnel. No input, changes or closeout actions will be completed by the Defense Finance and Accounting Service (DFAS).
- b. Payment Only contracts (Assignment Code "G") are the SOLE responsibility of DFAS for input, changes and closeout, CAO should not make changes to, or attempt to closeout these contracts since there is no DCMC involvement.

Delegation of DCMC :

FUNCTION

- 1 Quality (Input must be used in conjunction with another function).
- 2 Production
- 4 Property
- 5 Transportation
- 6 ACO
- 7 Engineering

B. CORRECTIONS/UPDATES TO PRIME CONTRACTS :

Security Classification Code
DPAS Rating (DMS)
Commodity Codes
Criticality Designator
Unilateral Indicator
Production Surveillance Code
Kind Contract
Type Contract
Noun
ACO Code
IS Code
PA Code (Add Only)
ACO-NTBK-IND
ACO-NTBK (In the Clear Rmks
R2 - Estimated Closing Date Reason Code
R3 - Reason for Dormancy
R5 - In-The-Clear Remark
R6 - In-The-Clear Remark
R9 - ACO Coded Remarks
R9 - 55 can only be entered by Property via DPADS
R9 - 63 should only be entered by Program and
Technical Support personnel

ROUTINE CAO MOCAS FIELDS

B. CORRECTIONS/UPDATES TO PRIME CONTRACTS :

Schedule Corrections
Close-out (Contractor Performance History Input)
Progress Pay Master
Contract Audit-Follow Up
NLA
ADRS (MAF) attribute Data Change
Weapons System Code

C. CORRECTIONS/UPDATES TO MODIFICATION HEADER RECORD :

Effective Date of Modification
Authority
Issued By
Kind of Modification
Signature Date of Modification

D. SCREEN UNAA74 - ANNOTATED NLA NOTICE REQUEST

"F" NLAs

AUTHORIZED TRUSTED AGENTS FIELDS

SCREEN CT3110 --- MAINTAIN CONTRACT DATA RECORD

CONTR-FAC	SPC-CON-PVN
ADMIN-BY	TOTAMT-CONT
ISSD-BY	DEPT-CD
FMS-RQ-IND	BUY-ACTY-CD
EFF-DT	CAR-SEC-NO
DT-OF-SIGNR	FNL-DVY-DT
T-CONTRR-CD	

SCREEN CT3120 --- MAINTAIN PROVISIONS DATA RECORD

DISCNT-TRMS	CST-CONTR
DISC-DY-NET	AUDTR-APRVL
DISC-IN-OTH	RVU-CONTRS
PMT-CURRENCY	DSTN-SHP-RQ
IBOP-IND	MIN-SIZ-SHP
IBOP-PCT	FRT-CRG-AUT
IBOP-CTY-CD	PKG-CRG-AUT
IBOP-CGY-CD	SHPG-WT-DIM
CEIL-PCT	VAL-ENG-IND
PMT-PCT	LQD-DMG-IND
US-RCP-PCT	TEC-DATA-RQ
FMS-PMT-PCT	SPCL-TOOLING
FMS-RCP-PCT	INS-ACPT-CD
FEE-CONTR	BVN-INST-RQD
	PROG-PAY-RQD

SCREEN CT3125 --- PROVISION LEVEL SPECIAL PAYMENT INSTRUCTIONS

PROGPAY-INST-RQD
BVN-INST-RQ

SCREEN CT3140 --- REMARKS DATA RECORD

* P-CONTR-PIN	* NORMAL FUNCTION UNLESS ENTERING INFORMATION
* P-CONTR-SPN	FOR SBA CONTRACTS
* UT-NAME	
* UT-ADDRESS	
** EST-CLSG-DT	** NORMAL FUNCTION UNLESS THE FIELDS NEED TO BE
	UPDATED BECAUSE OF A TRUSTED AGENT ACTION TAKEN
** R2-RSN-CDS	
** R3-RSN-CDS	
** ACO-CDD-RMK	

AUTHORIZED TRUSTED AGENT FIELDS

SCREEN CT3310 --- ADD SERVICE LINE ITEM RECORD

CLIN-ELIN	ACRN
SCHED-IND	TOT-AMT-IND
SVC-CMPL-DT	SPN-REC
DESCR-SVC	LQ-DAMG-IND
PQA-SITE	WHLD-CD
ACPT-SITE	INS-ACPT-CD
	SPCL-PAY-RQD

SCREEN CT3315 --- LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

SPCL-PAY-INSTR

SCREEN CT3321 --- CHANGE SERVICE LINE ITEM RECORD

** SCHED-IND	ACRN
** SVC-CMPL-DT	TOT-AMT-IND
** DESCR-SVC	SPN-REC
PQA-SITE	LQ-DAMG-IND
ACPT-SITE	WHLD-CD
	INS-ACPT-CD
	SPCL-PAY-RQD

SCREEN CT3325 --- LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

SPCL-PAY-INSTR

SCREEN CT3322 --- DELETE SERVICE LINE ITEM RECORD

SCREEN CT3410 --- ADD SUPPLY LINE ITEM RECORD

CLIN-ELIN	PARTNO
NSN	PQA-SITE
ORD-QTY-IND	ACPT-SITE
ORD-QTY	FOB-SITE
PRCH-UNIT	QT-PC-OVR-1
EST-PRC-IND	QT-PC-UND-1
UNIT-PRC	LQ-DAMG-IND
TOT-AMT-IND	WHLD-CD
TOT-ITM-AMT	ACT-FRST-AR
SPN-REC	ACRN
NOUN	INSP-ACPT-CD
	SPCL-PAY-RQD
	DAYS FOR ACCPT

AUTHORIZED TRUSTED AGENTS FIELDS

SCREEN CT3415 --- LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

SPCL-PAY-INSTR

SCREEN CT3421 --- CHANGE SUPPLY LINE ITEM RECORD

** NSN	PQA-SITE
ORD-QTY-IND	ACPT-SITE
ORD-QTY	FOB-SITE
PRCH-UNIT	QT-PC-OVR-1
EST-PRC-IND	QT-PC-UND-1
UNIT-PRC	LQ-DAMG-IND
TOT-AMT-IND	WHLD-CD
TOT-ITM-AMT	ACT-FRST-AR
SPN-REC	ACRN
** NOUN	INSP-ACPT-CD
** PARTNO	<u>SPCL-PAY-RQD</u>
	<u>DAYS FOR ACCPT</u>

SCREEN CT3425 --- LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

SPCL-PAY-INSTR

SCREEN CT3422 --- DELETE SUPPLY LINE ITEM RECORD

SCREEN CT3510 --- ADD SUPPLY SCHEDULE DATA RECORD

** MK-FOR	** DLV-SCH-QTY
** SHP-TO	** CLISUB-XHIB
** DLV-SCH-DT	** TRNS-PRI-CD
** MNO-AND-SFX	** ACRN
** SCH-QTY-IND	

** NORMAL FUNCTIONS UNLESS THE FIELDS NEED TO BE
UPDATED BECAUSE OF A TRUSTED AGENT ACTION TAKEN

SCREEN CT3521 --- CHANGE SUPPLY SCHEDULE DATA RECORD

** SCH-QTY-IND	** TRNS-PRI-CD
** DLV-SCH-QTY	** ACRN
** CLISUB-XHIB	

SCREEN CT3522 --- DELETE SUPPLY SCHEDULE RECORD

AUTHORIZED TRUSTED AGENTS FIELDS

SCREEN CT3540 --- CONTROL DATA CHANGE SCHEDULE RECORDS

** SHP-TO	** SCH-QTY-IND
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** MK-FOR
** DLSCHDT-IND
** DLV-SCH-DT
** MNO-AND-SFX

** DLV-SCH-QTY
** CLISUB-XHIB
** TRNS-PRI-CD
** ACRN

SCREEN UNAA74 --- ANNOTATED NLA NOTICE/REQUEST

“ G “ NLAs

** NORMAL FUNCTION UNLESS THE FIELDS NEED TO BE
UPDATED BECAUSE OF A TRUSTED AGENT ACTION TAKEN

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 1

CT3110

MAINTAIN CONTRACT DATA RECORD

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD

RGS-CD :

FSCM :
REMIT - ADRS :
ISSD - BY :

SCTY - CLS - CD :
CRIT - DES - CD :
UNLTRL - IND :
PROD - SUV - CD :
TY - CONTR - CD :
NOUN :

EFF - DT :
SPC - CON - PVN :

ACO - CD :

PROP - AD - CD :

BUY - ACTY - CD :
CAR - SEC - NO :

DVY - DT - IND :

CON - ASGM - CD :
IRS1099 - IND :

CONTRR - FACL :
ADMIN - BY :

PAYG - OFC :

DMS - RTG :

CMDTY - CD :

FMS - RQ - IND :

KIND - CON - CD :

FUNC - LMIN :

WPNS - CD :

DT - OF - SIGNR :
TOTAMT - CONT :

INDUS - SP - CD :

DEPT - CD :

CAR - PARTNO :

T - CONTRR - CD :
FNL - DVY - DT :

KR - FNL - DVY - DT :

CUR - TOTAMT - CON :

LEGE

DFAS ONLY

GENERAL ACCE

SYSTEM GENER

TRUSTED AGENT

TRUSTED AGENT NOTE: You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

ADMINISTRATIVE DATA RECORD

SCREEN CT3110

PIIN, SPIIN, CAO-ORG-CD AND USER ID are duplicated from the previous screen and may not be changed.

DATA ELEMENT

SPECIAL INSTRUCTIONS

FSCM (CAGE)

Federal Supply Code for Manufacturers (6A/N) - This is now known as the CAGE (Commercial and Government Entity) code. DFARS 204.7202-1. Based on this entry the following data fields will be system generated :

ADMIN-BY
PAYING-OFC (Unless Prime Other Disbursing Office)
T-CONTRR-CD
ACO-CD
INDUS-SP-CD

**DO NOT MAKE ENTRIES TO THIS FIELD
(FOR DFAS PERSONNEL ONLY)**

CONTRR-FACL

Contractor's Facility (6A/N) - If the contractor's FSCM/CAGE code and the facility FSCM/CAGE code are the same, this field should be blank. If the work covered by the contract is to be performed in a facility other than the FSCM (CAGE) code shown enter the appropriate five digit (CAGE/FSCM) code for that facility.

ADD/CHANGE to this field only if the contractor's CAGE code is on the MCF for your District. If the CAGE code is not shown or when more than one facility is involved enter **9** followed by **1 blank**.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

REMIT-ADRS

Contractor Remittance Address (6A/N) - This is the FSCM/CAGE code of the contractor's remittance address.

Refer to NAM-ADR-IND field on Provisions Data Record

**ENTRIES/CHANGES ARE NOT AUTHORIZED TO THIS
FIELD (FOR DFAS PERSONNEL ONLY)**

DATA ELEMENT

SPECIAL INSTRUCTIONS

ADMIN-BY

Administered By (6A/N) - This field contains the DoDAAC of the office administering the contract.

**SYSTEM GENERATED BASED ON THE INFORMATION
IN THE ADRS**

The DoDAAC on the hard copy document must be the DoDAAC reflected in this field. Changes to this field will only be made when the system reflects an ADMIN-BY that is different from the hard copy documentation.

Before changes are made verify the DoDAAC on the CAGE Inquiry Screen. If the DoDAAC is incorrect report the error to the ADRS (MAF) clerk.

DoDAAC must match ADRS or change will be prohibited.

If the DoDAAC on the hard copy document is incorrect a modification will be needed in order to correct the system. Initial input of the modification to correct this field is the responsibility of DFAS. It should also be noted, if the system is correct and the hard copy contract is incorrect, a modification will still be needed to correct the document.

Input of the modification is the responsibility of the CAO and will be entered using the ACO mod module or by an individual who is responsible for ACO contract/mod direct input.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ISSD-BY

Issued By (6A/N) - This field contains the DoDAAC of the purchasing office issuing the contractual document.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PAYING-OFC

Paying Office (6A/N) - This field contains the DoDAAC of the office authorized to make payment. A **9** in the first position could mean that there is more than one payment office, or payment is to be made by an "Other Disbursement Office".

If the paying office DoDAAC is for a former DCASR/ District payment office or a DFAS division that has been deactivated, blank out (erase end of field) the payment office DoDAAC displayed. The system should regenerate the correct DoDAAC.

DATA ELEMENT

SPECIAL INSTRUCTIONS

PAYING-OFC

Otherwise, do not make changes to this field. Changes to this field are considered an internal transfer

(movement between payment offices) and if not properly executed will STOP payment to contractors.

SYSTEM GENERATED BASED ON TABLE TB0080.

DO NOT MAKE CHANGES TO THIS FIELD
(DFAS PERSONNEL ONLY)

SCTY-CLS-CD

Security Classification Code (1A/N) - Enter one of the following codes according to the classification of the document.

U - Unclassified

C - Classified (use only when contract contains DD Form 254)

NORMAL CORRECTIONS- NOT A TRUSTED AGENT FUNCTION

DMS-RTG

Defense Material System Rating (4A/N) - Enter the first four digits of the DMS rating as contained in block 4 of Standard Form 26 or block 5 of the DD Form 1155. Code appearing as DOA1A, would be input as DOA1. When more than one rating applies to a contract, enter a **9** in the first position followed by three spaces. If no DMS rating is assigned enter a **N** in the first position followed by spaces.

When the DMS Rating begins with " DO " or " DX " then the third and fourth positions must be on table **TB0002**.

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

CRIT-DES-CD

Criticality Designator Code (1A/N) - Enter one of the below listed codes if found on the contractual documents. Otherwise, leave blank. If DMS-RTG is DX, an **A** will be automatically generated.

A - Contracts under a DoD or Service directed critical program; contracts negotiated under public exigency.

B - Contracts for items required to maintain a Government or contractor production or repair line.

DATA ELEMENT

SPECIAL INSTRUCTIONS

CRIT-DES-CD

C - All Contracts other than designator A and B, or if the code does not appear on the contract.

Entries in this field must match table **TB0019**

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

CMDY-CD

Commodity Code (2A/N) - Enter the two digit commodity code contained in block 4 of Standard Form 26 or block 5 of the DD Form 1155. A commodity number designates a grouping of supplies, construction or other services and should immediately follow the the **DO** or **DX** rating. A Code appearing as DOA1A would be entered as 1A. If unable to determine which code is applicable, use 9E. The code 9E is miscellaneous. For a listing of codes see APPENDIX B -1.

Entries in this field must match table **TB0010** .

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

UNLTRL-IND

Unilateral Indicator (1A/N) - If the PIIN type (ninth position of the PIIN) is **M, P, V, or W**, enter a **U** in this field.

Unilateral Order - Only the signature of the Contracting Officer on the DD Form 1155. If a **U** is in this field and the contractor has signed the DD Form 1155 (in addition to the contractin officer signature) or upon receipt of a letter or modification signed by the contractor a ccepting the purchase order, delete the **U** indicator code.

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

FMS-RQ-IND

Foreign Military Sales (FMS) Requirement Indicator (1A/N)
Enter **1** if the contract contains one or more line items which are being procured for a foreign government. Otherwise, leave this field blank. (Automatically generates R9 remark of 25 on initial input when entering a **1** in this field).

Trusted Agents **MUST** enter the R9 remark of **25** on the Remarks Data Record (screen CT3140) when they enter a **1** in the FMS-RQ-IND field.

Appropriations that begin with 9711 x 8242 or 1711 x 8242 are considered to be partially or fully FMS.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

PROD-SUV-CD

Production Surveillance Code (1A/N) - Field must contain the appropriate code in accordance with the criteria listed

below. Codes will be system generated if left blank. No contracts will initially be assigned Production Surveillance Category Code 1 except for DLA100 contracts. Decision to change level of surveillance will be made only by the Operations Support Group. DFARS 242.1104.

CODE ADDITIONAL REMARKS

- 1 Contracts for Clothing, Precious Metals Recovery, Meals Ready to Eat, Tray Pack or on the customer priority list will be upgraded to surveillance code 1.
- 2 All contracts, delivery orders, and purchase orders bearing a criticality code of **A** or **B**.
- 5 Basic Ordering Agreement, Blanket Purchase Agreements, and Indefinite Delivery Contracts which contain no delivery requirements for hardware or software.
- 6 Contracts, including subcontracts, delegated for support administration, only if functional limitation equals 2.
 - a. From one CAO to another CAO within the same district.
 - b. From one CAO to a CAO in another district.
 - c. From NON-DoD agencies, i.e.; NASA, DOE, USPS.
- 7 Facility Contracts.
- 8 Facility lease agreements .
- 9 Contracts which do not meet any of the above criteria, e.g., contracts received for payment only or support contracts without functional limitation 2. (NO PRODUCTION)

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

DATA ELEMENT

KIND-CON-CD

SPECIAL INSTRUCTIONS

Kind of Contract Code (1A/N) - Must enter code in accordance with the list which follows :

- 1 - Supply contracts and Priced Orders
- 2 - Research and Development Contract

- 3 - System 1/Acquisition Contracts
- 5 - Overhaul/maintenance (Repair) contracts
- 6 - Service contracts
- 7 - Facility contracts
- 8 - Undefined Letter contract
- 9 - Unpriced orders against BOA (BPA/IDTIQ)
- 0 - Other

NOTE : Code 3, Systems Acquisition Contracts, includes both ADP systems and weapons systems contracts.

Entries in this field must match table **TB0003** .

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

TY-CONTR-CD

Type of Contract Code (1A/N) - Must enter code in accordance with the list which follows :

- A - Fixed Price Redetermination
- J - Firm Fixed Price
- K - Fixed Price Economic Price Adjustments
- L - Fixed Price Incentive
- R - Cost Plus Award Fee
- S - Cost Contract
- T - Cost Sharing
- U - Cost Plus Fixed Fee
- V - Cost Plus Incentive Fee
- Y - Time and Materials
- Z - Labor - Hour
- BLANK - No Cost (BOA/IDT)

NOTE : The TY-CONTR-CD can affect accounting records and may prevent you from summary editing.

Entries in this field must match table **TB0004**

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

DATA ELEMENT

SPECIAL INSTRUCTIONS

FUNC-LMTN

Functional Limitations (6A/N) - This field identifies what functional elements will need to handle this contract. (The above statement identifies Support Delegations only).

FUNC-LMTN - A Blank field indicates a Prime Contracts

1, 2, 3, 4, 5, 6, 7 - Specifying functional areas = Support Contracts/Delegations .

<u>CODE</u>	<u>EXPLANATION</u>
-------------	--------------------

1	Quality (Input must be used in conjunction with another function)
2	Production
3	Payment
4	Property
5	Transportation
6	ACO Action requested
7	Engineering

For further explanations see CON-ASGM-CD in this procedural guidance.

Entries in this field must match table **TB0021**.

NORMAL ACTION FOR SUPPORT CONTRACTS - NOT A TRUSTED AGENT FUNCTION

NOUN

Noun (11A/N) - Enter the name of the main end item or purpose for which the contract was established, unless specifically prohibited by security requirements.

If the contract is to provide services enter the word **SERVICES**; for spare parts enter the word **PARTS**; for maintenance and overhaul, enter **REPAIR** or **OVERHAUL** in this field. If the name is classified enter **ONI** (Omission of Noun Intentional). Major programs may be tracked by entering the program name. The name of a major program should always be entered the same way. This will create an administrative data field that can be queried.

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

DATA ELEMENT

SPECIAL INSTRUCTIONS

WPNS-CD

Weapons System Code (4A/N) - Enter a Weapons System if applicable. If a Weapon System code is not applicable, enter the word **NONE**. When this field is blank at time of initial input, the system will generate **“ZZZZ”**.

CONTRACT INPUT PERSONNEL AT DFAS WILL NOT BE ABLE TO IDENTIFY THE WEAPONS SYSTEMS

CODE UNTIL THE PROCUREMENT INSTRUMENTS ARE CHANGED TO INCLUDE DD 350 INFORMATION REGARDING THE WEAPONS SYSTEMS. In the interim, MOCAS contract abstracts will arrive with ZZZZ in the Weapons code field. Upon initial contract review, **the system generated Weapons code ZZZZ, is to be changed to either the applicable Weapons System code designated by the DD350 information (contract inclusion), or to the word NONE if not applicable.** Either designation will indicate that the hard copy contract has been compared to the abstract and a determination has been made as to the applicability of a Weapons System Code assignment by service. Also, updating the Weapons System Code will acknowledge the fact that actions were taken to certify to the accuracy of the data in this field.

Entries in this field must match table **NKAP** file.

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

EFF-DT

Effective Date/Order Date (6A/N) - Enter the effective date of the contract/call/order as it appears on the contractual document. Date will be entered as a six position calendar date (YYMMDD). If no date is provided, leave this field blank.

Changes to this field will only be made when the system is different from the processed hard copy documentation.

Check if delivery schedule or FDD needs adjustment if computed on effective date. An "After Receipt Of " (ARO) Date normally requires adding additional days for mail time.

DATA ELEMENT

SPECIAL INSTRUCTIONS

EFF-DT

CAUTION : When changing database dates, review thoroughly, to ensure this is not an erroneous duplicate document.

ENTRIES/CHANGES ARE AUTHORIZED TO THIS FIELD

DT-OF-SIGNR

Date of Signature (6A/N) - Enter the year-month-day (YYMMDD) of the date of signature or date of award

in the case of formal advertised procurement. For purchase orders, enter date of order from block 3 of the DD form 1155.

Changes to this field will only be made when the system is different from the processed hard copy documentation.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SPC-CON-PVN

Special Contract Provisions (9A/N) - Enter one or more of the special provisions codes if applicable to the contract being input. (Can enter up to nine codes). A list of the codes and explanations can be found in APPENDIX B - 2 of this handbook. The system generates the following codes based on entries in other fields: **A, C, *D, E, F, N, Q.** **DO NOT** enter these codes on the Administrative data screen. Only the remaining codes **(B, G, H, J, K, L, M, P, T)** should be entered on the Administrative Data Record, Screen CT3110, if they apply. For a listing of codes see APPENDIX B-2.

* Only DFAS can add or delete code **D** (Remittance Address) and **T** Electronic Funds Transfer. "T" is not programmed to stop payment if the contractor does not have an EFT account set up on the contract. DFAS is currently manually doing the check.

NOTE : To remove the **F** (First Article Acceptance), **A** (Liquidated Damages), **C** (Progress Payments), or **Q** (Subline Item-NSP) you will have to remove the data or the field that generated the **F, A, C,** or **Q.** The **F** is from the Supply Line Item Record (ACT-FRST-AR), (Screen CT3421).

DATA ELEMENT

SPECIAL INSTRUCTIONS

SPC-CON-PVN

The **A** is from the Provisions Data Record (LQD-DMG-IND), Screen CT3120, or Supply Line Item Record (LQD-DMG-IND), Screen CT3421. The **C** is from the Provisions Data Record (CEIL-PCT-, PMT-PCT, US-RCP-PCT, or FMS-PMT-PCT, FMS-RCP-PCT), Screen CT3120. The **Q** is from the Supply Line Item Record (WHLD-CD), Screen CT3421.

If you are going to add or delete these codes, you must correct the corresponding field in either the Provisions

or Line Item Record, otherwise the code will generate.

Entries in this field must match table **TB0006**.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

**BE VERY CAREFUL - ENTRIES/CHANGES/ADDITIONS
OR DELETIONS MAY AFFECT PAYMENT**

TOTAMT-CONT

Total Amount of Contract (14A/N) - The face value of the contract in dollars and cents e.g., 999.99 is entered in this field.

On incrementally funded contracts enter the total amount of the contract, not just obligated dollars.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD.
ENTRIES FOR SUPPORT CONTRACTS SHOULD BE MADE
ON THE R7 REMARK LINE, SCREEN CT3140 REMARKS
DATA RECORD

ACO-CD

Administrative Contracting Officer Code (3A/N) - If ACO code to be assigned is the same as shown on the Master Address File, no entry is required.

If an ACO code is incorrect at CAGE level, update the ADRS. If only one contract needs to be changed, it is a normal correction.

ACO codes must be on table **TB0044** and will validate to **TB0049**. Only ACO codes furnished to your CAO can be used. Validating ACO codes to table **TB0049** increases data base integrity and reduces the number of contracts incorrectly assigned to an ACO.

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

DATA ELEMENT

SPECIAL INSTRUCTIONS

INDUS-SP-CD

Industrial Specialist, Contract Management Assistant (CMA) and Engineer (3A/N) - If the IS/CMA/ENG code to be assigned is the same as shown on the Master Address File no entry is required.

If an IS/CMA/ENG code is incorrect at CAGE level, update ADRS. If only one contract needs to be changed, it is a normal function.

IS/CMA/ENG codes will validate to table **TB0048**.

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

PROP-AD-CD

Property Administrator Code (3A/N) - On Support assigned contracts (property only) leave blank.

If the contract has been assigned for Property Administration a Special Contract Provision of **E** will be system generated.

When the contract has been opened, and all property action is completed the PA will enter the date in the Date Final Review field in DPADS. This generates an R9 code 55 remark. When the Property action has been completed the PA code remains in the system for the life of the contract.

PA codes will validate to table **TB0252**.

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

DEPT-CD

Department Code (1A/N) - This code will normally be system generated from the contract data input tables, **TB0014**.

Listed below are the department codes :

<u>CODE</u>	<u>EXPLANATION</u>
A	Army
C	DCA (Defense Communication Agency)
D	DNA (Defense Nuclear Agency)
E	DCP (Defense Civil Preparedness)
F	Air Force
G	DMA (Defense Mapping Agency)
H	MDA (Miscellaneous Defense Activity)
M	Marine Corps

DATA ELEMENT

SPECIAL INSTRUCTIONS

DEPT-CD

<u>CODE</u>	<u>EXPLANATION</u>
N	Navy
O	Other
P	NASA
S	DLA
T	DECA (Defense Commissary Agency)
W	Strategic Defense Initiative Organization

The DEPT-CD is system generated but must match table **TB0014**.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

BUY-ACTY-CD

Buying Activity Code (2A/N) - Leave blank if the contract is assigned for support administration or for prime administration for which a force through code was not used to establish the MOCAS inventory files.

For Call/Orders issued by an ACO enter the Buying Activity code of the activity which authorized the ACO to issue the Call/Order. This data should be available in the block identified as "Request for Quotation No." on the extreme right of the document. The ACO is responsible to furnish this data to the Finance Office at the time the Call/Order is distributed. Codes are contained in FAR Appendix G. In those cases where FAR Appendix G does not indicate a code, enter **zz**, and request assignment of a code from activity address monitors per Appendix G of FAR. If a code is entered in this field, it will be utilized by the system in lieu of Appendix G code.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CAR-PARTNO

Contract Administration Report Part Number (2A/N) - This element is always generated by the system. No entry is allowed.

Generation of the Car Part Number is based on the contractual clauses, special provision clauses, R9 remarks, category of the contract, etc.

DATA ELEMENT

SPECIAL INSTRUCTIONS

CAR-PARTNO

Contracts should not be moved into Part A unless they clearly are within the regulatory guidelines from DLAM 8000.3, Part 2, Chapter 1, or as outlined on Appendix A -1 of this procedural guidance.

**SYSTEM GENERATED BASED ON THE ABOVE CRITERIA
THIS IS A PROTECTED FIELD**

**ENTRIES/CHANGES CANNOT BE MADE TO THIS FIELD
FROM THIS SCREEN**

CAR-SEC-NO

Contract Administration Report Section Number (1A/N) -

Changes will only be made by Trusted Agents if they are sure that everything has been satisfied before making a section move, i.e.; LISSR balance, quantity variation, all DD250's processed, and exception to balanced LISSR shipments made under FAR clause 52-212.10, Delivery of Excess Quantities.

NOTE : Contracts may be manually moved from Section 1 to Section 2, only on BOAs when there are no open orders, or on cost type contracts that are physically complete, or on ODO contracts when all Administration responsibilities have been satisfied . Contracts may be moved from Section 1 to Section 3, by way of section 2, for reason codes : **BCA, TERM-C, PL, BKRPT, CIL, CLL, LLD, VE, GUA, DEBT.** Codes are described in APPENDIX B-6.

ODO contracts should move automatically to Section 2 based on all on order/shipped and accepted quantities being equal and the "Z" final DD250 being processed. Where automatic movement does not occur the CAO can manually move the contract to Section 2 when it is physically complete.

The section 3, in-the-clear remark "RSN-FOR-DRMT " field, must contain docket number, modification number, or date of letter when applicable.

Contracts may be moved from Section 3 to Section 2 to add or update the Estimated Closing Date and overage reason code. Movement from section 3 back to 2 is authorized to generate PKX to PCO and update management data and stop the automated close-out alerts. This is a 3 step process. Move contract to section 2 and summary edit.

DATA ELEMENT

CAR-SEC-NO

SPECIAL INSTRUCTIONS

Input ECD and section 2 reason code; summary edit. Now move contract back to section 3; enter. Input section 3 dormancy code; summary edit. R2 and R3 Remarks are input on screen CT3140, Remarks Data Record.

SECTION 4 MOVES ARE RESTRICTED TO DFAS ONLY. Section 4 is reserved **for DFAS**, and used when necessary to (1) reopen a contract to make payment and/or collections and (2) mechanically move contracts from Section 5 to Section 4 during month end processing, due to Unliquidated Obligation

(ULO) balances on the CAR.

Unauthorized Changes to Section 4 by Trusted Agents may result in that Trusted Agents access being revoked.

NOTES :

(A) Contracts with an CON-ASGM-CD (assignment code) of **“S” or “T”** should never be in sections 2, 3, or 4. Contracts with assignment codes of **“S” or “T”** go from section 1 to 5.

(B) This is for Informational purposes only, since DCMC has no involvement, at all, with contracts that have an assignment code of **“G”**. Contracts with a CON-ASGM-CD of **“G”** Payment Only, should never be in section 2 or 3. Assignment code **“G”** can be moved to section 4, **But Only By DFAS.**

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

T-CONTRR-CD

Type Contractor Code (1A/N) - The type of contractor code is system generated by extracting the information from the ADRS file using the FSCM (CAGE) as the key.

If the size of business code differs from the predominant size of business code on ADRS, for this contract, then the Trusted Agent should make a change for that individual contract.

If the type of contract code was blank on the ADRS, any already established contracts must be individually updated.

DATA ELEMENT

SPECIAL INSTRUCTIONS

T-CONTRR-CD

CODE EXPLANATION

- | | |
|---|---|
| A | Small Disadvantaged Business (Performing in United States). |
| B | Other Small Business (Performing in United States). |
| C | Large Business (Performing in United States). |
| D | Use this code when the contractor is a qualified nonprofit agency employing people who are blind or severely disabled (FAR 8.701) and the place of performance is within the United |

States and outlying areas.

Note : This code used to read Workshop for the
the Blind and other Severely Handicapped .

F	Hospital
L	Foreign Concern/Entity
M	Domestic Firm Performing Work Outside United States.
U	Historically Black Colleges and Universities or Minority Institutions (HBCUs/MIs). Use this code of U when the contractor is a HBCU/MI as defined at 252.225-7000 and the place of performance is within the United States and outlying areas.
V	Other Educational. Use this code if the contractor is an educational institution which does not qualified as an HBCU/MI and the place of performance is within the United States and outlying areas.
Z	Other Nonprofit (e.g.; intergovernmental)
BLANK	ADRS needs to be updated, or individual contract needs to be updated. (Research required).

SYSTEM GENERATED BASED ON THE INFORMATION IN THE ADRS

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

DVY-DT-IND

Estimated Final Delivery Date Indicator (1A) - Enter
an E for estimated date

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

FNL-DVY-DT

Final Delivery Schedule Date (6A/N) - This is the final
delivery date of the contract.

The final delivery date will be system generated based
on the latest schedule entered on the Supply Schedule
Data Record or the service completion date of the
Service Line Item Record.

On Basic Ordering Agreements (BOAs) or Indefinite

Delivery Types (IDTs) when call/orders are issued which require delivery beyond the expiration date, for the basic contract/IDT the final delivery date should be revised accordingly. The expiration date of the Basic should be shown on either the R5 or R6 line of the REMARKS DATA RECORD (Screen CT3140).

NOTE : To change the FDD on contracts with line items, change the schedule data record or the service line item record.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CON-ASGM-CD

Contract Assignment Code (1A/N) - No entry is allowed. The contract assignment code is system generated based on the following :

If the first position of the PIIN equals a T, a **I** is generated in this field. If the FUNC-LMTN field on this record is blank, a **P** is generated in this field. If the FUNC-LMTN contains a 3, a **G** is generated in this field. A **G** means payment only. If the first two positions of the PIIN equals **DE** and the FUNC-LMTN contains a 6 or all blanks, a **P** is generated in this field. Otherwise, an **S** is generated.

Below is an explanation of Contract Assignment Codes:

<u>G</u>	Payment Only	<u>S</u>	Support
<u>P</u>	Prime	<u>I</u>	Subcontract

SYSTEM GENERATED . - THIS IS A PROTECTED FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

KR-FNL-DVY-DT

Contractor Responsibility Final Delivery Date (6 A/N) - The original final delivery date, adjusted by modification (s) issued to extend the delivery schedule or performance period for Government or excusable cause.

If this date is prior to the final delivery date this indicates a modification was issued because of contractor responsibility.

If a schedule is changed because of an input error or a modification was issued it was not the responsibility of the contractor this field advance the number of days the schedule was extended. If a schedule was extended beyond the final delivery date and it was the fault of the

contractor, the final delivery date will be extended, this field will not be extended.

SYSTEM GENERATED . THIS IS A PROTECTED FIELD

IRS1099-IND

IRS 1099 INDICATOR (1A) - This field indicates whether the contract meets all criteria for IRS 1099 Reporting Requirements.

A “Y” will be system generated if the commodity code equals “9B” or the commodity code is equal to “S1” or the kind of contract is equal to “6” and the corporate status code on the ADRS is equal to “S” or “P”.

An “N” is system generated if the above criteria is not met.

SYSTEM GENERATED . THIS IS A PROTECTED FIELD

CUR-TOT-AMT-CONT

Current Total Amount of Contract - This field is for information only and represents the Total Amount of the Contract on the Host Data Base.

SYSTEM GENERATED . - THIS IS A PROTECTED FIELD

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 2

CT3120

MAINTAIN PROVISIONS DATA RECORD

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

RGS-CD :

DISCNT - TRMS :

DISC - IN - OTH :

* IBOP - IND :

* IBOP - CTY - CD :

CEIL - PCT :

US - RCP - PCT :

FMS - RCP - PCT :

CST - CONTR :

RVU - CONTRS :

MIN - SIZ - SHP :

PKG - CRG - AUT :

VAL - ENG - IND :

NAM - ADR - IND :

SPCL - TOOLNG :

BVN - INST - RQD :

DISC - DY - NET :

PMT - CURRENCY :

IBOP - PCT :

IBOP - CGY - CD :

PMT - PCT :

FMS - PMT - PCT :

FEE - CONTR :

AUDTR - APRVL :

DSTN - SHP - RQ :

FRT - CRG - AUT :

SHPG - WT - DIM :

LQD - DMG - IND :

TEC - DATA - RQ :

INS - ACPT - CD :

PROPAY - INST - RQD :

LEGEND

DFAS ONLY

SUPPORT COI

SYSTEM GEN

TRUSTED AGI

* = FOR DCMCI ONLY

TRUSTED AGENTS NOTE : You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

PROVISIONS DATA RECORD

SCREEN CT3120

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous screen and may not be changed .

DATA ELEMENT

SPECIAL INSTRUCTIONS

DISCNT-TRMS

Discount Terms (12N) - Discount Terms is made up of four separate fields - DISC-PCT-1, DISC-DAYS-1, DISC-PCT-2, and DISC-DAYS-2. Discount terms appear in block 9 of Standard form 26, and block 12 of DD form 1155. Each of the fields is described below.

DISC-PCT-1 - First Discount Percent (4N) - This field contains the first trade discount percentage expressed as a two digit whole number plus a two digit decimal; e.g; 2% = 0200; 1-1/2% = 0150; .50% = 0050; .10% = 0010. If discount terms are not applicable or net terms are 30 days, enter an **N** in the first position of this field. If this field is **N** blank DISC-DAYS-1, DISC-PCT-2, DISC-DAYS-2 and DISC-DAYS-NET must be blank.

DISC-DAYS-1 - First Disc Days (2N) - Enter the corresponding number of days for the first discount percentage. Prefix with **0** if days are a single digit.

DISC-PCT-2 - Second Discount Percentage (4N) - Enter the second discount percentage expressed as a two digit whole number plus a two digit decimal (the same as DISC-PCT-1). When there is no second discount offered, leave this field blank. The system will generate blanks in DISC-DAYS-2 when the second discount percentage is blank.

DISC-DAYS-2 - Second Discount Days (2N) - Enter the corresponding number of days for the second discount percentage. Prefix with **0** if days are a single digit.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DISC-DY-NET

Net Discount Days (2N) - If DISCNT-TRMS contains an **N** leave this field blank.

This field should be blank unless "Net less than 30 is stated "

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

DISC-IN-OTH

Net Discount Days (2N) - Enter a **9** if there are 3 or more discount terms on the contract, otherwise leave blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PMT-CURRENCY Payment Currency (1A/N) - This field identifies the type of currency to be used for payment.

BLANK - United States Currency
C - Canadian Currency
O - Other Currency

An entry of C in this field will automatically generate an **N** (Payment to be made in Canadian Funds) in the Special Contract Provision field of the Contract Data Record.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

IBOP-IND International Balance of Payments Indicator (2A/N) -
If there is a **K** in this field this indicates that payments are to be made outside of the United States.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

IBOP-PCT International Balance of Payments Percentage (1A/N) -
A code **P** will appear in this field if the contract indicates percentages applicable to International Balance of Payments.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

IBOP-CTY-CD International Balance of Payments Country (2A/N) -
If this field is applicable there will be a 2 digit code appearing. If this field does not apply it is blank.

If an entry is required check CBUD or APPENDIX B - 3, of this procedural guidance, for applicable Country Code.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

IBOP-CGY-CD International Balance of Payment Category (1A/N) - If
IBOP is not applicable leave blank.

DATA ELEMENT

SPECIAL INSTRUCTIONS

IBOP-CGY-CD If an entry is required check CBUD or APPENDIX B - 4, of this procedural guidance, for applicable Category Code.

Entries in this field must match table **TB0008** .

NOTE : The International Balance of Payment fields are used when the Contractor is outside the U.S. and paid in foreign currency.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CEIL-PCT

Work-In-Progress Ceiling Percentage (3N) - If the contract authorizes progress payments, the appropriate clause and the date of the clause will determine the maximum amount of progress payments. This is accomplished to ensure the dollar limit is not exceeded. If the percentage is 90 % input is 900, 85 % should be input as 850, 85.5 % should be input as 855, and so forth.

If this field is left blank, the PMT-PCT, US-RCP-PCT, FMS-PMT-PCT fields must also be blank . When Progress Payment rates are entered in the Work-In-Progress Ceiling percentages field in the Provision Data Record, entry will automatically generate a **C** Progress Payments authorized, in the Special Contract Provisions field of the Admin Data Record.

If Progress Payments do not apply, you must remove the percentage from this field before removing the "**C**" from the Administrative Data Record, Screen CT3110, SPC-CON-PVN. If the reason for the generation is not removed the system will regenerate the code. You must remove all information from related fields (CEIL-PCT, PMT-PCT, US-RCP-PCT, or FMS-PMT-PCT, FMS-RCP-PMT) if applicable.

DO NOT USE DECIMAL POINTS WHEN ENTERING PERCENTAGES

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

NOTE : When a contract includes FAR 52.232-32, Performance Based Payments, or FAR 52.232-29/30, DFAS will use CEIL-PCT, PMT-PCT, US-RCP-PCT, FMS-PMT-PCT, FMS-RCP-PCT, as applicable, to specify Payment/Recupment rates until MOCAS can be reprogrammed to accomodate these methods of financing.

DATA ELEMENT

SPECIAL INSTRUCTIONS

NOTE : It is important to understand that whenever percentages are entered into these fields, the Special Contract Provision (SCP) of "**C**" Progress Payments will generate. Keep in mind that even though the "**C**" is not applicable to PBPs it cannot be removed, since

it will continue to regenerate as long as payments percentages are present. For this reason, when doing initial contract review, it is very essential to enter the appropriate R9 remarks. If it is a PBP, you must enter the R9 remark 38, and the R9 remark 48 for Commercial Financing.

PMT-PCT United States Work-In-Progress Payment Percentage (3A/N) - Enter the percentage used to compute the dollar limit for WIP payments. Use the same format as CEIL-PCT. If this field is blank US-RCP-PCT must be blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

US-RCP-PCT United States Work-In-Progress Recoupment Percentage (3A/N) - Enter the liquidation percentage stated in the progress payment clause in the contract, or the percentage that has been subsequently modified to reflect the alternate liquidation rate . Use the same format as CEIL-PCT. If PMT-PCT contains data this field must be completed.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

FMS-PMT-PCT Foreign Military Sales Work-In Progress Payment Percentage (3A/N) - Enter the payment percentage stated in the progress payment clause in the contract. Use the same format as CEIL-PCT. If this field is blank, FMS-RCP-PCT must also be blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

FMS-RCP-PCT Foreign Military Sales Work-In-Progress Recoupment Percentage (3A/N) - Enter the liquidation percentage stated in the progress payment clause in the contract, or the percentage that has been subsequently modified to reflect the alternate liquidation rate, for Foreign Military Sales requirements . Use the same format as for CEIL-PCT. If FMS-PMT-PCT contains data this field must be completed.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

FEE-CONTR Fee Amount Payable to Contractor (14A/N) - Applicable to cost plus fixed fee contracts . Enter in dollars (first eight positions) and cents (last two positions) negotiated amount of profit/fee authorized for performance of a contract. No decimal points required.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CST-CONTR

Cost Amount Payable to Contractor (14A/N) - Enter the amount in dollars and cents reimbursable to a contractor for performance based on costs approved by an ACO or auditor in accordance with the terms of the contract. No decimal points required.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

AUDR-APRVL

Finance and Accounting Officer (FAO), Auditor, ACO Approval (3A/N) - On occasion, there may be a requirement for contract certification of precision components, or a approval of invoices by the disbursing office (FAO), auditor, ACO, PCO, TCO, or USDA CERTIFICATION. If so, enter the applicable code as shown below. Do not enter a code for the approval of cost type claims, progress payment claims, or advance payment claims, as such requirements are already built into the computer programs. This information is usually found in the clauses or in the section that identifies how to invoice. Up to three codes may be used. The applicable codes and explanations are as follows:

<u>EXPLANATION</u>	<u>CODE</u>
Approval of Invoices by AFO	A
Approval of Invoice by Auditor	B
Certification of ACO required	C
PCO Approval required	E
TCO Certification required	F
Contr Cert of Precision Components	G
USDA Cert Required	H

Any duplication of one of the above codes will cause an error. Do not enter a blank before or after a code.

DATA ELEMENT

SPECIAL INSTRUCTIONS

AUDR-APRVL

If none of the above are required leave the entire field blank.

Entries in this field must match **TB0016**

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

RVU-CONTRS

Mandatory Review (3A/N) - Certain types of contracts require manual review by a Voucher Examiner to determine payment entitlement. Enter applicable code(s) as shown below. Up to three codes may be used. A list of codes and explanations is below.

Duplication of a code will cause an error . Do not enter a blank before a code.

<u>EXPLANATION</u>	<u>CODE</u>
Contract Involves GFM	3
Textile Contracts	4
Steel Contracts (Multiple Units of Measure)	5
Lumber Contracts	6
Other (MILSCAP, Notice of Awards, and Reconciliation Audits)	9
* Contract Involves GFP	0 (zero)
* Code 0 is not used for contracts, call/orders where GFP is being furnished for repairs/overhaul. It will be used when contracts contain a statement similar to : <u>WITHHOLDING</u> . A sum equal to ____ % of the contract amount, or \$____ , whichever is less, shall be withheld until the Government Furnished Property has been returned or otherwise accounted for. However, the property shall not be returned until so directed by the Contracting Officer.	

Entries in this field must match table **TB0017**

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DSTN-SHP-RQ

FOB Destination/Evidence of Shipment Required (1A/N) - Code **I** will be entered if the contract contains FAR clause 52.247-48 and cites FOB Destination, or if Air Force FMS contracts cite a specific clause requiring evidence of shipment clause.

DATA ELEMENT**SPECIAL INSTRUCTIONS**

DSTN-SHP-RQ

Any time the I/A (Inspection and Acceptance) is **SS** and the FOB point is **D**, you must add the evidence of shipment indicator.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD ONLY WHEN THE I/A IS SS AND THE FOB IS D

MIN-SIZ-SHP

FOB Origin Minimum Size of Shipment/Less Than

Truckload/Carload (1A/N) - If the contract is FOB Origin, contains minimum size shipment clause, is greater than \$25,000.00, does not accelerate delivery and is not entirely FMS, enter an **E** in this field . On initial input, an entry of an "**F**" in this field system generates ACO-CDD-RMK 13 in the Remarks Data Record (CT3140) . FAR 52.247-59 or 52.247-61.

Trusted Agents must add the ACO-CDD-RMK 13 in the Remarks Record when entering an **E** in this field .

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

FRT-CRG-AUT

Transportation/Freight Charges Authorized (1A/N) - When the contractor is authorized to bill freight or transportation charges as a separate item on the invoice, one of the following codes will be entered based on the circumstances cited.

CODE **EXPLANATION**

- F Transportation Frt Chg authorized by CLIN or SUB-CLIN on the contract.
- Y If the contract is FOB Origin, is not entirely FMS, has no collect commercial bill of lading and no GBL clause. FAR 52.242-31.
- P Parcel Post Charges are authorized. FAR 52.242-10.

ENTRIES/CHANGES ARE PERMITTED ON THIS FIELD

PKG-CRG-AUT

Packaging Charges Authorized (1A/N) - If the contractor is authorized to bill for packaging or handling as a separate item on the invoice, enter Code **P**. Otherwise leave this field blank.

ENTRIES/CHANGES ARE PERMITTED ON THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

SHPG-WT-DIM

Guaranteed Maximum Shipping Weight/Dimensions (1A/N) - If the contract contains FAR clause 52-247.60, is over \$25,000.00, FOB Origin, not entirely FMS and contains the guaranteed maximum shipping weight/dimensions clause enter a **G**. On initial input, an entry of **G** in this field will

system generate ACO-CDD-RMK 13 in the Remarks Record (CT3140).

Trusted Agents must add the ACO-CDD-RMK 13 in the Remarks Record when entering a G in this field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

VAL-ENG-IND

Value Engineering (VE) Clause (1A/N) - Enter V when contract includes VE incentive clause FAR 52.248.1; enter Y when the contract includes VE program clause FAR 52.248.1 Alt I, or both incentive and program clauses.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

LQD-DMG-IND

Liquidated Damages Charges Authorized (1A/N) - Enter an A if the contract has a liquidation damages clause applicable to all line items. Otherwise, leave this field blank.

An entry in the Liquidated Damages Charges Authorized field in the Provisions Data Record, Supply Line Item Record or Service Line Item Record will automatically generate an A (Liquidated Damages), in the Special Contract Provision field of the Contract Data Record.

If liquidated damages apply to specific line items only, entry of this code must be made on the supply line item record.

Upon reviewing a contract and determining a Liquidated damages clause was input in error, that code must be deleted. To delete the code you must first remove the "A" from the Supply Line Item record and then from the Special Provision field of the Administrative Data record.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

NAM-ADRS-IND

Name and Address Indicator (1/N) - This field describes the type of alternate payee when the contractor name and address in the master address file is different than the payee name and address in the contract.

R - Contractor remittance address

N - Notice of Assignment

C - Canadian Commercial Corporation (CCC)

THIS IS A PROTECTED FIELD

TEC-DATA-RQ

Patent/Clearance Required (1A/N) - If the contract or is required to submit a patent clearance upon completion of the contract, enter the code below. Patent clauses will be entered only if patent clearance is required before final payment. Otherwise, leave this field blank. On initial input, an entry of **"G"** mechanically creates an R9 Code **02** (Patent Rights Report Required) in the ACO-CDD-RMK field on the Remarks Data Record (Screen Ct3140). FAR 52.227-12 or 52.227 -13

REQUIREMENT

CODE

Patents only

G

Trusted Agents must add the ACO-CDD-RMK **02** in the Remarks Record when entering a **"G"** in this field.

Entries in this field must match table **TB0018**.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SPCL-TOOLING

Special Tooling (1A/N) - If the contract contains special tooling clause, FAR 52.245-17, enter code **S**. Otherwise, leave blank. On initial input, an entry of **S** automatically creates a standard ACO R9 code **03** (Special Tooling, Report Due) in the ACO-CDD-RMK field on the Remarks Data Record (Screen CT3140).

Trusted Agents must add the ACO-CDD-RMK **03** in the Remarks Record when entering an **S** in this field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD
SPECIAL INSTRUCTIONS

DATA ELEMENT

INS-ACPT-CD

Inspection/Acceptance Code (1A/N) - An entry is required for those contracts which have one single acceptance point of all items since this is the basis for the system to automatically generate the entries in Line Item Records. The I/A pertains to the line level and not the Procurement Quality Assurance (PQA) site.

If an Inspection/Acceptance (I /A) code is input in the Supply Line item that is different from the I/A code

shown input to this field, this field will automatically change the code to a **6**.

NOTE : Anytime you change the I/A to SS, but the FOB point remains a D, you must add the Evidence of shipment indicator **T** to the DSTN-SHP-RQ field.

<u>CODE</u>	<u>EXPLANATION</u>	<u>LINE ITEM CODE</u>
1	Inspection and acceptance at source (origin of contractor's plant)	SS
2	Inspection and acceptance at destination (CONUS)	DD
3	Inspection at source, acceptance at destination (CONUS)	SD
4	Certificate Of Conformance Not for use as an acceptance document without accompanying signed DD250 . FAR 52.246-15, Certificate of Conformance	OC/CC
5	Fast Payment procedures. If the contract contains FAR clauses 52.213-1, Fast Payment Procedure, and 52.232-25, Prompt Payment, "Payment will be made within 15 days after receipt of the invoice".	ND
B	Inspection and acceptance at destination - port (water or air)	DD
D	Inspection at destination, acceptance at source	DS
K	Inspection and acceptance at destination - overseas	DD

DATA ELEMENT

SPECIAL INSTRUCTIONS

INS-ACPT-CD

<u>CODE</u>	<u>EXPLANATION</u>	<u>LINE ITEM CODE</u>
C	Inspection at source, acceptance at destination - port (water or air)	SD
L	Inspection at source, acceptance at destination - overseas	SD
N	No ispection and acceptance	NO

provisions

6	Combination of Foregoing	Multiple
7	Letter of Transmittal	LT
8	Inspection and acceptance specified elsewhere	ZZ
9	Payment based on other than DD Form 250/1155	OT

A change to this field will probably require a change in one or more line item records also.

Before changes are made to the acceptance point, check screen CT57CO, Summary of Shipment Data by Contract, to determine whether shipments have already been processed. If shipments have been processed, the changes must be forwarded to DFAS. Requestors should provide the Trusted Agents with information of whether an invoice is in house for the contract (use YINV library). If information has not been provided, Trusted Agents should return the request to the user and remind them that this information is needed since changing acceptance points may affect payment.

NOTE : Trusted Agents should notify Quality when changing all inspection and acceptance codes so that QAMIS can be properly updated.

Entries in this field must match **TB0009**.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

BVN-INST-RQD Bureau Voucher (BVN) Special Payment Instructions (1/A) - An indicator which denotes special payment instructions apply to BVNs when assigned in the contract.

DATA ELEMENT **SPECIAL INSTRUCTIONS**

BVN-INST-RQD A "Y" in this field will cause all subsequent Bureau Voucher requests to be paid manually.

NOTES :

- a. Screen CT3125 is generated based on an entry of a " Y " in this field.
- b. Changing the "**Y**" to an "**N**" for this field will automatically delete the Note Book Remarks, for

this field only. To delete both the BVN and Progpay Remarks the “Y” must be changed to an “N” in both fields.

- c. When special payment instructions are input into the system, the automatic payment of all subsequent payments for that type of request will cease. Payment will reject for manual write up as per contract special requirements. Input special pay instructions for BVNs on any given contract will not affect the automatic payment (API) of Progress Payments on that same contract. The reverse is also true; when special payment instructions are input for Progress Payments and not for BVNs, BVNs will continue to be paid API, but Progress Payments would reject for manual write up. Both fields must be changed to “N”.
- d. If this field contains an “N” payments will be prorated across all ACRNS.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PROGPAY-INST-RQD Progress Payment Special Payment Instructions (1A) - An indicator which denotes special payment instructions apply to Progress Payments when assigned in the contract. A “Y” in this field will cause all subsequent Progress Payments requests to be paid manually.

NOTES :

- a. Screen CT3125 is generated based on an entry of a “Y” in this field.
- b. Changing the “Y” to an “N” for this field will automatically delete the Note Book Remarks, for this field only. To delete both the ProgPay and the BVN remarks the “Y” must be changed to an “N” in both fields.

DATA ELEMENT SPECIAL INSTRUCTIONS

PROGPAY-INST-RQD NOTES :

- c. When special payment instructions are input into the system, the automatic payment of all subsequent payments for that type of request will cease. Payment will reject for manual write up as per contract special requirements. Input of special pay instructions for Progress Payments on any given contract will not affect the automatic payment (API) of BVN payments

on that same contract. The reverse is also true; when special payment instructions are input for BVN payments and not for Progress Payments, Progress Payments will continue to be paid API, but BVNs would reject for manual write up. Both fields must be changed to an “N”.

- d. If this field contains an “N” payments will be prorated across all ACRNS.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SYSTEM GENERATED FROM ENTRY ON SCREEN CT3120

CT3125
CBUD :

PROVISION LEVEL SPECIAL PAYMENT INSTRUCTIONS

PIIN :

SPIIN :

CAO-ORG-CD :

RGS-CD :

PROGPAY - INST :

MUST FILL

[ON THESE FIELDS 6 LINES OF 78 CHARACTERS (A/N) EACH CAN BE ENTERED

BVN - INST :

MUST FILL

*MUST FILL = MUST FILL FIELD WHEN A “Y” IS CONTAINED IN
THIS DATA ELEMENT ON PREVIOUS SCREEN*

LEGEN

DFAS ONLY

SUPPORT C

SYSTEM GE

TRUSTED A

TRUSTED AGENT NOTE : You must screen validate and Summary Edit
corrections. To screen validate hit the enter key.

PROVISIONS LEVEL - SPECIAL PAYMENT INSTRUCTIONS

SCREEN CT3125

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous screen and may not be changed.

PROGPAY-INST-RQD Progress Payment Special Payment Field (486 A/N) - An In-The Clear notebook designed for detailed special payment instructions.

Changing the “Y” to an “N” for this field on Screen CT3120 will automatically delete any notebook remarks.

When the notebook displays, at a minimum, an entry of one valid alpha or numeric character must be entered. When a “Y” has been entered in both the PROGPAY-INST-RQD and BVN-INST-RQD, entries must be made in both areas.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

BVN-INST-RQD BVNs Special Payment Field (486 A/N) - An In-The-Clear notebook designed for detailed special payment instructions.

Changing the “Y” to an “N” for this field on Screen CT3120 will automatically delete any notebook remarks.

When the notebook displays, at a minimum, an entry of one valid alpha or numeric character must be entered. When a “Y” has been entered in both the BVN-INST-RQD and PROGPAY-INST-RQD, entries must be made in both areas.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 4

CT3140

REMARKS DATA RECORD

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

RO

*** ACO-NTBK-IND : N**

*** R1 ***

P- CONTR- PIN :

P - CONTR - SPN :

UT - NAME :

UT - ADRS :

*** R2 ***

FAD :

EST - CLSG - DT :

R2 - RSN - CDS :

*** R3 ***

1ST - SHOW - R3 :

R3 - RSN - CDS :

RSN - FOR - DRMT :

*** R4 ***

1ST - SHOW - R4 :

DSFM - RMK :

*** R5 ***

R5 - RMK :

*** R6 ***

R6 - RMK :

*** R7 ***

R7 - RMK :

*** R8 ***

R8--RMK TD:

DT-FWD :

DT-DEL:

RN-C

F-DT:

K-DT:

RI

(FREE)

PROD-RMK:

R9

ACO-CDD-RMK:

NOTE: The R8 -Remark fields will not appear on this screen unless the Contractor Performance History has been input in the screen UNPK10.

DFAS ON

GENERAL

SYSTEM C

TRUSTED

TRUSTED AGENT NOTE : You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

REMARKS DATA

SCREEN CT3140

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous screen and may not be changed.

ACO-NTBK-IND ACO Notebook Indicator (1A) - An indicator which denotes In-The-Clear ACO remarks apply to the contract.

NOTES :

- a. Screen CT3145 is generated based on an entry of a **“Y”** in this field.
- b. Changing the **“Y”** to an **“N”** for this field will automatically delete the note book remarks.

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

R1 REMARKS

P-CONTR-PIN Prime Contractor PIIN (13A/N) - Enter the prime contract number in the basic PIIN configuration.

FOR SBA CONTRACTS, ENTER THE SBA PIIN NUMBER
ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD
NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

P-CONTR-SPN Prime Contractor SPIIN (6A/N) - Enter 4 -position SPIIN if applicable. When P-CONTR-PIN type of instrument is A, D, G or H this field must contain data.

FOR SBA CONTRACTS, ENTER THE SBA SPIIN NUMBER
ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD
NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

UT-NAME Upper Tier Contractor Name (13A/N) - Enter the upper tier contractor name.

FOR SBA CONTRACTS, ENTER THE PROPER NAME
ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD
NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

R1 REMARKS

UT-ADRS Upper Tier Contractor Address (13A/N) - Enter the upper tier contract address (Prime Contractor Address).

**FOR SBA CONTRACTS, ENTER THE PROPER ADDRESS
ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD
NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION**

R2 REMARKS

FAD

Final Acceptance Date (6A/N) - The FAD is generated by the system based on movement of the contract to section 2. (On the contract abstract, this field is identified as Physical Completion Date).

**SYSTEM GENERATED - ENTRIES/CHANGES ARE NOT
AUTHORIZED TO THIS FIELD (DFAS USE ONLY)**

EST-CLSG-DT

Estimated Closing Date (6A/N) - Enter the six position calendar date (YYMMDD) that is an estimate of when the contract will close after the overage date. An entry in this field requires an entry in the R2-RSN-CD field.

NOTE : Any contract being moved to section 3 must first be moved into section 2 for the establishment of the CCN file.

**NORMAL CORRECTION - TRUSTED AGENT FUNCTION
ONLY IF MOVING A CONTRACT FROM SECTION 3 TO
SECTION 2**

R2-RSN-CDS

Record 2 Reason Codes (18A/N) - Enter the code(s) reflecting the predominant reason the contract will not be closed prior to the overage date. Up to nine codes may be entered. Suffix all codes with a blank. A list of codes and explanations can be found in CBUD or APPENDIX B - 5 of this procedural guidance.

**NORMAL CORRECTION - TRUSTED AGENT FUNCTION
ONLY IF MOVING A CONTRACT FROM SECTION 3 TO
SECTION 2**

R3 REMARKS

1ST-SHOW-R3

Date First Shown (6A/N) - The six position calendar date (YYMMDD) the contract moved to CAR section 3 is system generated.

ENTRIES/CHANGES ARE NOT AUTHORIZED TO THIS FIELD

R3 REMARKS

R3-RSN-CDS

Record 3 Reason Codes (8A/N) - Enter applicable code indicating the cause of dormancy. Must be BCA, TERM-C,

PL, BKRPT, CIL, CLL, LLD, VE, GUA DEBT. Must contain data only when the R3 area is complete and contract is in section 3.

An R9-64 must be entered in the ACO-CDD-RMK field if an R3-RSN-CDS of DEBT is entered.

To determine what each code is, refer to CBUD or APPENDIX B-6 in this procedural guidance.

NOTE : Annotate R3-RSN-CDS for information prior to moving a Contract back into section 2.

All codes other than those listed above are invalid.

Entries in this field must match **TB0022**

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

RSN-FOR-DRMT

REASON FOR DORMANCY (27A/N) - In-The-Clear remarks relative to dormancy reason code (up to 27 positions). Must be alphanumeric or blank, left - justified, and suffixed with blanks.

The In-The-Clear remark should consist of the docket number, modification number, or date of a letter.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

R4 REMARKS

1ST-SHOW-R4

Date First Shown (6A/N) - The six position calendar date (YYMMDD) of the contract that moved to CAR section 4 is system generated.

THIS FIELD IS RESTRICTED TO DFAS ONLY

ENTRIES/CHANGES ARE NOT AUTHORIZED TO THIS FIELD BY ANY TRUSTED AGENT

DSFM-RMK

Directorate of Systems and Financial Management Remarks (35A/N) - The field is for the In-The-Clear remarks explaining the reason for contracts being entered in CAR section 4.

R4 REMARKS

DSFM-RMK

This field is RESTRICTED TO DFAS ONLY.

**ENTRIES/CHANGES ARE NOT AUTHORIZED TO THIS FIELD
BY ANY TRUSTED AGENT**

**UNAUTHORIZED CHANGES TO SECTION 4 BY TRUSTED
AGENTS MAY RESULT IN THAT TRUSTED AGENTS ACCESS
BEING REVOKED**

R5 REMARKS

R5 RMKS

Administrative Contracting Officer Uncoded Remarks
(43A/N) - Enter an In-The-Clear uncoded contract
administration data remark.

If a remark is already contained in this field, do not erase,
If the remark is not one you have entered. Simply leave
one space and begin your remark. If there is not enough
room use the R6-RMKS.

If the contract is reopened the message "REOPEN O/L"
will be system generated . This record is no longer
available for use by the ACO once this message appears.

To avoid DFAS reopening contracts enter an In-The-Clear
remark (R5 or R6) explaining any excess funds, or an
imbalance of line items. The In-The-Clear Remark shall
include the words "ACO Authorized Close Out - Do Not
Reopen".

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

R6 REMARKS

R6-RMKS

Administrative Contracting Officer Uncoded Remarks
(43A/N) - Enter an In-The-Clear uncoded contract
administration data remark.

If a remark is already contained in this field, do not
erase, if the remark is not one you have entered.
Simply leave one space and begin your remark.

When a contract is moved from Section 2 to Section
3 the system stores the Contract Completion Notice
(CCN) information on the R6 line. The In-The-Clear R6
narrative information will drop when the contract moves
from section 2 to 3.

R6 REMARKS

R6-RMKS

The system does not lock this line, so if you see data

that is all numbers do not add/delete data from this record. If you are moving a contract to Section 2 and this line contains data that does not appear to be Julian dates and possibly a reason code, delete it using <ERASE EOF> before you move the contract to Section 2.

To avoid DFAS reopening contracts enter an In-The-Clear remark (R5 or R6) explaining any excess funds, or an imbalance of line items. The In-The-Clear Remark shall include the words "ACO Authorized Close Out - Do Not Reopen".

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

R7 REMARKS

R7-RMKS

DS and FM (DFAS) Remarks (43A/N) - The "R7" will normally be restricted for use by DFAS for prime contracts.

CAO personnel will use the R7 line to enter the dollar value for support contracts/delegations.

When a contract moves to section 2, except for closing group A, " Interim PK9 (DATE) " is system generated.

When a Part A contract is in Section 2 and has been paid final, the Final Pay NLA is generated to the ACO. This action causes the system to generate the message "Final Pay NLA issued (and the date) " on this line which will overlay any other message.

EXCEPT FOR SUPPORT CONTRACTS, ENTRIES/CHANGES TO THIS FIELD ARE NOT AUTHORIZED

R8 REMARKS

R8-RMK-TD

The R8 line is reserved for the Operations Support Group. When the responsible personnel inputs the Contractor Performance History, using screen UNKP10, the Production Complete remark will appear on the R8 line.

Responsible personnel have the capability of deleting, changing, and correcting the R8 remark field. Manual Production Complete Remarks will not be input. (Personnel should use screen UNKP10).

R8 REMARKS

R8-RMK-TD

NOTE : **NO ONE** IS AUTHORIZED TO MAKE CHANGES TO THE R8 REMARK FIELD FROM THE REMARKS DATA RECORD (Screen CT3140).

**SYSTEM GENERATED . ENTRIES/CHANGES ARE NOT
AUTHORIZED TO THESE FIELDS . NORMAL INPUT
FUNCTION FOR OPERATIONS SUPPORT GROUP**

R9 REMARKS

ACO-CDD-RMK

Standard ACO Coded Remarks (42A/N) - Enter the listed code(s) when specified clauses and conditions are contained in the contract. A list of the codes and explanations are located in CBUD or APPENDIX B-7 of this procedural guidance.

Many of the ACO-CDD-RMKs are system generated. Do not delete codes that are system generated. This is a waste of time since the system will regenerate again.

If you are going to add or delete an R9 remark that is normally system generated, you must correct the corresponding field on the Provisions Data Record, or Line Item Record .

NOTES :

This field can also contain non-standard R9 remarks for High Visibility Tracking or Special R9s, which are Engineering codes. A list of the codes and explanations are located in APPENDIX B-11 of this procedural guidance.

R9-64, Deferred Debt, is a new remark, which when present will not allow Contract Close-out. When the remark R9-64 is present the contract should be in section 3 with an R3-RSN-CDS of DEBT.

DO NOT use the space bar to delete R9 remarks. You must use erase end of field (EOF). Using the space bar will produce an error message "EMBEDDED BLANKS".

Entries in this field must match table **TB0013 .**

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELDS

SYSTEM GENERATED FROM ENTRY ON SCREEN CT3140

CT3145

ACO NOTEBOOK REMARKS

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

R

AC0 -NTBK -RMKS :

MUST FILL

[ON THIS FIELD 6 LINES OF 78 CHARACTERS (A / N) CAN BE ENTERED]

***MUST FILL = MUST FILL FIELD WHEN A “Y“ IS CONTAINED IN
THIS DATA ELEMENT ON PREVIOUS SCREEN***

DFAS

SUPPO

SYSTE

TRUST

TRUSTED AGENT NOTE : You must screen validate and Summary Edit
corrections. To screen validate hit the enter key.

ACO NOTEBOOK REMARKS

SCREEN CT3145

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous screen and may not be changed.

ACO-NTBK-RMKS ACO Notebook Remarks (468A/N) - An area designed for detailed In-The-Clear notebook remarks.

Changing the “**Y**” to an “**N**” for this field on Screen CT3140 will automatically delete any notebook remarks.

The Remarks in this notebook can be retained throughout the life of the contract or selectively deleted when they are no longer valid.

When the notebook displays, at a minimum, an entry of one valid alpha or numeric character must be entered.

**NORMAL CORRECTION - NOT A TRUSTED AGENT
FUNCTION**

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 6 / CT3300 - FU

CT3310

ADD SERVICE LINE ITEM RECORD

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

]

CLIN - ELIN :
SVC - CMPL - DT :
PQA - SITE :
A CRN :
TOT - ITM - AMT :
LQ - DAMG - IND :
WHLD - CD :

MUST FILL
MUST FILL
MUST FILL

SCHED - IND :
DESCR - SVC :
ACPT - SITE :
TOT - AMT - IND :
SPN - REC :

MUST FILL
MUST FILL

FIN - ACTN - CD :

INS - ACPT - CD :
SPCL - PAY - RQD :

MUST FILL

**NOTE : Although this screen does not contain an Order
 Quantity/Purchase Unit, 1 Lot is system generated .**

DFAS C

GENER

SYSTEM

TRUST

TRUSTED AGENT NOTE : You must screen validate and Summary Edit
 corrections. To screen validate hit the enter key.

THE FOLLOWING IS A MILSCAP REQUIREMENT :

Service Line items should be entered as Supply Line items when they are:

- (1) Performed more than once
- (2) Paid more than once
- (3) Performance at more than one location

When the services being procured are to be accomplished at several locations and/or payment is on the basis of the level of effort (e.g.; hours expended per month), such items should be defined on Supplies Line Item Data Records with Schedule Data Record for each unit of services against which payments are to be made.

ADD SERVICE LINE ITEM RECORD

NOTE : Line Item Records can only be added if corresponding ACRN is on CLR.

SCREEN CT3310

PIIN, SPIIN, CAO-ORG-CD, CLIN, ELIN and USER ID are duplicated from the previous screen and may not be changed.

CLIN-ELIN	Contract Line Item Number-Exhibit Line Item Number (6A/N) - Enter the appropriate four or six digit alphanumeric CLIN or ELIN as contained on the document. NOTE: Do not enter ELINs or CLINs THAT are identified on a 1423 as an attachment PER DFARS 204.7104.
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ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SCHED-IND	Estimated Service Completion (1A/N) - When the completion date is estimated this indicator must be <u>"E"</u> . Otherwise, leave blank.
-----------	--

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SVC-CMPL-DT	Service Completion Date (6A/N) - Enter the calendar date (YYMMDD) a given service is scheduled to be completed. If the service completion date is classified enter a <u>"U"</u> followed by blanks in this field.
-------------	--

DATA ELEMENT

SPECIAL INSTRUCTIONS

SVC-CMPL-DT	NOTE : <u>"U"</u> is only to be entered for Classified Contracts. <u>"U"</u> <u>DOES NOT</u> designate the Date as Unknown.
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ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DESCR-SVC

Description of Services (25A/N) - Enter a portion of the services description not to exceed twenty five positions.

When adding a Service Line Item Record this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PQA-SITE

Procurement Quality Assurance Site (1A/N) - Enter the applicable procurement Quality Assurance site (inspection point) as shown for this item in the contract (S-Source, D-Destination).

When adding a Service Line Item Record this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACPT-SITE

Acceptance Site (1A/N) - Enter the applicable acceptance point as shown for this item in the contract (S-Source, D-Destination).

When adding a Service Line Item Record this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACRN

Accounting Classification Reference Number (2A/N) - Enter the appropriate ACRN which represents the accounting classification that is applicable to a given CLIN. In rare cases when multiple accounting classifications apply to the same CLIN (including subline) and the quantity cannot be subdivided to relate to a single ACRN, enter a 9 followed by a blank.

ACRNS can only be added if the correct ACRN already exists on the CLR. If the ACRN does not exist send to DFAS for correction.

DATA ELEMENT

SPECIAL INSTRUCTIONS

ACRN

DO NOT, under any circumstance, enter a **“9”** in this field just to enter the line item.

When adding a Service Line Item Record this is a

must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TOT-AMT-IND Estimated Total Amount Indicator (1A/N) - When the total item amount is estimated or undefinitized, enter an **E** . Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TOT-ITM-AMT Total Item Amount (14A/N) - Enter the total amount (dollars and cents for this line item, i.e., 99.99999). If the amount is undefinitized, enter a **U** in the first position. The system will generate blanks to the remainder of the field. If the amount is not applicable, enter an **N** in the first position. The system will generate blanks to the remainder of the field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SPN-REC Item or Project Manager (6A/N) - If the activity to receive MILSCAP shipment performance notice (SPN) is not co-located with the Issued By, enter a valid DoDAAC. Otherwise, leave this field blank and the SPN will generate to the Issued-By DoDAAC.

The SPN is a computer generated means of providing timely notification of the shipment of material, or the completion of a service by a contractor. SPNs are generated and transmitted when DD250s are input.

ODOs : CAOs will continue to process DD Form 250s which will continue to generate MILSCAP shipment performance notices (SPNs) to the customers and Destination Acceptance and Report Tracking System alerts to consignees (where appropriate).

The hard copy contract will contain a valid DoDAAC to be used for the CLIN you are entering.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

LQ-DAMG-IND Liquidated Damages Charges Authorized (1A/N) - Enter an **A** if the contract has a liquidated damages clause applicable to the line item being entered. Otherwise, leave this field blank.

The following FAR clauses will determine whether damages in delinquent shipments apply: FAR 52.249-8 and 52.212-4.

NOTE : When Liquidated Damages apply to the entire contract an “**A**” will be entered in the LQ-DAMG-IND of the Provision Data Record.

An “**A**” should be added at CLIN level when Liquidated Damages apply to a specific CLIN and not the entire contract.

An entry in the Liquidated Damages Charges Authorized field in the Provision Data Record, Supply Line Item Record, or Service Line Item Record will automatically generate an “**A**” in the Special Contract Provisions field of the Contract Data Record.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

FIN-ACTN-CD

Financial Action Code (1A/N) - Normally this field will be left blank. The Financial Action Code (FAC) is mechanically generated based on the following logic. Line Item on fixed price type contract or combination of fixed-price and cost type and ACRN is other than **U Blank** will be assigned FAC 3, all other FAC 4.

Type of Contract Codes **A, B, C, J, K, L, M,** and **O** will automatically generate a Financial Action Code (FAC) 3, unless the ACRN is **U Blank**, then FAC 4 will be generated. All other types of contract codes will generate a FAC 4.

ODO Contracts with Line Item Records will have a FAC 4.

FAC 4 should always be entered for those ELINS established as 1423 DD items, or NSP (Not Separately Priced) items.

SYSTEM GENERATED - UNLESS NOTED ABOVE

DATA ELEMENT

SPECIAL INSTRUCTIONS

WHLD-CD

Withhold Code (1A/N) - Enter “**A**” when DFARS 252.204-7002, Contract Schedule Subline Items Not Separately Priced - Withholding of Billing and Payment, is cited and sublines are Not Separately Priced (NSP). Payment will be withheld until all NSP lines are delivered.

An entry of “A” in the Withholding Code field of the Supply Line Item Record will automatically generate a “Q” Subline Item - NSP, in the Special Contract Provisions field of the Contract Data Record.

Enter “B” when ACO has directed withholding of payment, DFARS 252.227-7030, due to delay in receipt or receipt of deficient technical data. An entry of a “B” in the WHLD-CD will generate a “B” on the Provisions Data Record and an ACO Code Remark, R9-29, on the Remarks Data Record, Screen CT3140.

On initial input, an entry of a “B” in this field, the system generates ACO-CDD-RMK 29 in the Remarks Record. (Screen CT3140).

Trusted Agent must add the ACO-CDD-RMK 29 in the Remarks Record when entering a “B” in this field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

INS-ACPT-CD

Inspection Acceptance Code (2A/N) - Enter the appropriate two character document identifier in the first two positions to identify the inspection acceptance code. When making a correction, if inspection is the same as the I/A Code on the Provisions Data Record, (CT3120) leave this field blank. For a list of the codes and explanations see APPENDIX B-8.

You are reminded, when there are multiple lines and multiple Inspection and Acceptance codes at line item level, then the Provisions Data Record (Screen CT3120), will reflect an INS-ACPT-CD of 6. If all line items are to be changed to the same code, then the Provisions Data Record must be changed to that code.

NOTE : ZZ Code will only be used if a specific Inspection/ Acceptance code is not referenced anywhere else in the contract order.

DATA ELEMENT

SPECIAL INSTRUCTIONS

INS-ACPT-CD

Anytime you change the I/A (Inspection and Acceptance) to SS and the FOB point is **D** you must add the Evidence of Shipment indicator “T”, FAR clause 52.247-48, FOB Destination-Evidence of Shipment, to the DSTN-SHP-RQ field on the Provision Data Record, Screen CT3120.

Before changes are made to the acceptance point, check Screen CT57CO, Summary of Shipment Data by Contract, to determine whether shipments have already been processed. If shipments have been processed, the changes **MUST BE** forwarded to DFAS. Requesters should provide the Trusted Agent with information of whether an invoice is in house for the contract (use YINV library). If information has not been provided, Trusted Agents should return the request to the user and remind them that this information is needed since changing acceptance points may affect payment.

NOTE : Trusted Agents should notify Quality when changing all inspection and acceptance codes so that QAMIS can be properly updated.

When Adding a Service Line Item Record this is a must fill field. For a listing of codes see APPENDIX B-8 of this procedural guidance.

Entries in this field must match table **TB0005**.

**ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD
UNLESS SHIPMENTS HAVE BEEN PROCESSED**

SPCL-PAY-RQD

SPECIAL CLIN / ELIN PAYMENT INSTRUCTIONS REQUIRED (1A) - An indicator used to denote that special payment instructions apply to this CLIN/ELIN. A valid entry of a **“Y”** in this field will cause all subsequent payments relative to this CLIN/ELIN to be paid manually.

NOTE : If there are multiple CLIN/ELINs on a contract only those with special payment instructions will pay manually. All others will go automatic.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SYSTEM GENERATED BASED ON A “ Y “ IN THE SPCL-PAY-INST FIELD ON SCI

CT3315

LINE ITEM SPECIAL PAYMENT INSTRUCTION

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

CLIN - ELIN :

SPCL - PAY - INST :

[ON THIS FIELD 6 LINES OF 78 CHARACTERS (A/N) EACH CAN BE ENTERED]

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TRUSTED AGENT NOTE : You must screen validate and Summary Edit

corrections. To screen validate hit the enter key.

LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

SCREEN CT3315

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous screen and may not be changed.

SPCL-PAY-INST SPECIAL PAYMENT INSTRUCTIONS (468 A/N) -
This field is designed for detailed special instructions.

Changing the “Y” to an “N” for this field on
Screen CT3310 will automatically delete any
notebook remarks.

When the notebook displays, at a minimum,
an entry of one valid alpha or numeric must be
entered.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 6 / CT3300 - FUN

CT3321

CHANGE SERVICE LINE ITEM RECORD

CBUD:

PIIN :

SPIIN :

CAO-ORG-CD :

RGS

CLIN-ELIN:

SVC-CMPL-DT:

PQA-SITE:

ACRN:

TOT-IIM-AMT:

LQ-DAMG-IND:

WHLD-CD:

SCHED-IND:

DESCR-SVC:

ACPT-SITE:

TOT-AMT-IND:

SPN-REC:

FIN-ACIN-CD:

INS-ACPT-CD:

SPCL-PAY-RQD:

CUR-TOT-AMT:

DFA:

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TRUSTED AGENT NOTE : You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

CHANGE SERVICE LINE ITEM RECORD

PIIN, SPIIN, CAO-ORG-CD, CLIN, ELIN, and USER ID are duplicated from the previous screen and may not be changed.

SCREEN CT3321

CLIN-ELIN Contract Line Item Number-Exhibit Line Item Number (6A/N) - This is the appropriate four or six digit alphanumeric CLIN or ELIN as contained on the document.

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

SCHED-IND Estimated Service Completion (1A/N) - When the completion date is estimated this indicator must be "**E**". Otherwise, leave blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SVC-CMPL-DT Service Completion Date (6A/N) - Enter the calendar date (YYMMDD) a given service is scheduled to be completed. If the service completion date is classified enter a "**U**" followed by blanks.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DESCR-SVC Description of Services (25A/N) - Enter a portion of the services description not to exceed twenty five positions.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PQA-SITE Procurement Quality Assurance Site (1A/N) - Enter the applicable procurement Quality Assurance site (inspection point) as shown for this item in the contract (S-Source, D-Destination).

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

ACPT-SITE Acceptance Site (1A/N) - Enter the applicable

acceptance point as shown for this item in the contract (S-Source, D-Destination).

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACRN

Accounting Classification Reference Number (2A/N) - Enter the appropriate ACRN which represents the accounting classification that is applicable to a given CLIN. In rare cases when multiple accounting classification apply to the same CLIN (including subline) and the quantity cannot be subdivided to relate to a single ACRN, enter a **9** followed by a blank.

ACRNS can only be added if the correct ACRN already exists on the CLR. If the ACRN does not exist send to DFAS for correction.

DO NOT, under any circumstance, enter a **9** in this field just to enter the line item.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TOT-AMT-IND

Estimated Total Amount Indicator (1A/N) - When the total item amount is estimated or undefinitized, enter an **E**. Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TOT-ITM-AMT

Total Item Amount)14A/N) - Enter the total amount (dollars and cents for this line item, i.e., 99.99999). If the amount is undefinitized, enter a **U** in the first position. The system will generate blanks to the remainder of the field. If the amount is not applicable, enter an **N** in the first position. The system will generate blanks to the remainder of the field.

If the total item amount is not changed you must enter . **00**, otherwise, the amount is doubled.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

SPN-REC

Item or Project Manager (6A/N) - If the activity to receive MILSCAP Shipment Performance Notice (SPN) is not co-located with the Issued By, enter a valid DoDAAC. Otherwise, leave this field blank and

the SPN will generate to the Issue-By DoDAAC.

The SPN is a computer generated means of providing timely notification of the shipment of material, or the completion of a service by a contractor. SPNs are generated and transmitted when DD250s are entered.

ODOs : CAOs will continue to process DD Form 250s which will continue to generate MILSCAP Shipment Performance Notices (SPNs) to the customers and Destination Acceptance and Report Tracking System alerts to consignees (where applicable).

The hard copy contract will contain a valid DoDAAC to be used for the CLIN you are entering.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

LQ-DAMG-IND

Liquidated Damage Charges Authorized (1A/N) - Enter an **"A"** if the contract has a liquidated damages clause applicable to the line item being entered. Otherwise, leave this field blank.

The following FAR clauses will determine whether damages in delinquent shipments apply: FAR 52.249-8 and 52.212-4.

NOTE : When Liquidated Damages apply to the entire contract an **"A"** will be entered in the LQ-DAMG-IND of the Provision Data Record.

An **"A"** should be added at CLIN level when Liquidated Damages apply to a specific CLIN and not the entire contract.

An entry in the Liquidated Damage Charges Authorized field in the Provision Data Record, Supply Line Item Record, or Service Line Item Record will automatically generate an **"A"** in the Special Contract Provisions field of the Contract Data Record.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

FIN-ACTN-CD

Financial Action Code (1A/N) - Normally this field will be left blank. The Financial Action Code (FAC) is mechanically generated based on the following logic. Line Item on fixed price type contract or combination of fixed-price and cost type and ACRN is other than

U Blank will be assigned FAC 3, all other FAC 4.

Type of contract Codes **A, B, C, J, K, L, M,** and **O** will automatically generate a Financial Action Code (FAC) 3, unless the ACRN is **U Blank**, the FAC 4 will be generated. All other types of contract codes will generate FAC 4.

ODO Contracts with Line Item Records will have a FAC 4.

FAC 4 should always be entered for those ELINS established as 1423 DD items, or NSP (Not Separately Priced).

SYSTEM GENERATED - UNLESS NOTED ABOVE

WHLD-CD

Withhold Code (1A/N) - Enter "**A**" when DFARS 252.204-7002, Contract Schedule Subline Items Not Separately Priced - Withholding of Billing and Payment, is cited and sublines are Not Separately Priced (NSP). Payment will be withheld until all NSP lines are delivered.

An entry of "**A**" in the Withholding Code field of the Supply Line Item Record will automatically generate a "**Q**", Subline Item-NSP, in the Special Contract Provisions field of the Contract Data Record.

Enter "**B**" when ACO has directed withholding of payment, DFARS 252.227-7030, due to delay in receipt or receipt of deficient technical data. An entry of a "**B**" in the WHLD-CD will generate a "**B**" on the Provisions Data Record and an ACO Coded Remarks, R9-29, on the Remarks Data Record, Screen CT3140.

On initial input, an entry of a "**B**" in this field the system generates ACO-CDD-RMK 29 in the Remarks Record (CT3140).

DATA ELEMENT

SPECIAL INSTRUCTIONS

WHLD-CD

Trusted Agents must add the ACO-CDD-RMK 29 in the Remarks Record when entering a "**B**" in this field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

INS-ACPT-CD

Inspection Acceptance Code (2A/N) - Enter the appropriate two character document identifier in the first two positions to identify the Inspection Acceptance coding. When making a correction, if Inspection is the I/A Code on the Provisions Data Record leave this field blank. For a list of the codes and explanations see APPENDIX B - 8.

You are reminded, when there are multiple lines and multiple Inspection and Acceptance codes at Line Item level, then the Provisions Data Record (Screen CT3120), will reflect an INS-ACT-CD of 6. If all line items are to be changed to the same code, then the Provisions Data Record must be changed to that code.

NOTE: ZZ Code will only be used if a specific inspection/ acceptance code is not referenced anywhere else in the contract or order.

Anytime you change the I /A (Inspection and Acceptance) to **SS** and the FOB point is **D** you must add the Evidence of Shipment indicator "**T**", FAR clause 52.247-48, FOB Destination - Evidence of Shipment, to the DSTN-SHP-RQ field on the Provisions Data Record, Screen CT3120.

Before changes are made to the acceptance point, check Screen CT57C0, Summary of Shipment Data by Contract, to determine whether shipments have already been processed. If shipments have been processed, the changes must be forwarded to DFAS. Requesters should provide the Trusted Agent with information of whether an invoice is in house for the contract (use YINV library). If information has not been provided, Trusted Agents should return the request to the user and remind them that this information is needed since changing acceptance points may affect payment.

DATA ELEMENT

SPECIAL INSTRUCTIONS

INS-ACPT-CD

NOTES : Trusted Agents should notify Quality when changing all inspection and acceptance codes so that

QAMIS can be properly updated .

Entries in this field must match table **TB0005**.

**ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD
UNLESS SHIPMENTS HAVE BEEN PROCESSED**

SPCL-PAY-RQD

SPECIAL CLIN/ELIN PAYMENT INSTRUCTIONS
REQUIRED (1A) - An indicator used to denote
that special payment instructions apply to this
CLIN/ELIN. A valid entry of “Y” in this field will
cause all subsequent payments relative to this
CLIN/ELIN to be paid manually.

NOTE : If there are multiple CLINs/ELINs on
a contract only those with special payment
instructions will be pay manually. All others
will go automatic.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CUR-TOT-AMT

Current Total Amount (13A/N) - This field is for
information only and displays to the user the total
item amount currently on the data base.

**SYSTEM GENERATED - THIS IS A PROTECTED FIELD
FOR INFORMATION PURPOSES ONLY**

SYSTEM GENERATED BASED ON A “ Y “ IN THE SPCL-PAY-INST FIELD ON SCF

CT3325

LINE ITEM SPECIAL PAYMENT INSTRUCTION

CBUD :

PIIN :	SPIIN :	CAO-ORG-CD :	RGS-4
CLIN - ELIN :			

SPCL - PAY - INST :

[ON THIS FIELD 6 LINES OF 78 CHARACTERS (A/N) EACH CAN BE ENTERED]

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TRUSTED AGENT NOTE : You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

SCREEN CT3325

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous screen and may not be changed .

SPCL-PAY-INSTR

SPECIAL PAYMENT INSTRUCTIONS (464A/N) -
This field is designed for detailed special instructions.

Changing the “ Y “ to an “ N “ for this field on Screen CT3321 will automatically delete any notebook remarks.

When the notebook displays, at a minimum, an entry of one valid alpha or numeric character must be entered.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 6 / CT3300 - F

CT3322

DELETE SERVICE LINE ITEM DATA

PIIN :	SPIIN :	CAO-ORG-CD :	RGS-CD :
CLIN - ELIN :		SCHED - IND :	
SVC - CMPL - DT :		DESCR - SVC :	
PQA - SITE :		ACPT - SITE :	
A CRN :		TOT - AMT - IND :	
TOT - ITM - AMT :		SPN - REC :	
		FIN - ACTN - CD :	
WHLD - CD :		INS - ACPT - CD :	
		SPCL - PAY - RQD :	

All information provided on this screen is System Generated .

To delete the Service Line Item record the **Trusted Agent** will press enter after verifying that this is the correct record to be deleted .

To cancel this transaction, back out of the screen by depressing PA2 .

DELETE SERVICE LINE ITEM RECORD

PIIN, SPIIN, CAO-ORG-CD, CLIN, ELIN, and USER ID are duplicated from previous screen and may not be changed.

SCREEN CT3322

When the user selects the delete function on CT3300, Maintain Line Item Master Menu, and enters the CLIN-ELIN to be deleted, the system will display the appropriate service line item record. The user may then verify that this is the record to be deleted. To delete the record the user will depress ENTER or the delete action can be canceled by depressing PA2.

If your fingers were too fast, and you deleted your CLIN before you could actually verify that this was the correct record to be deleted, don't panic. **DO NOT SUMMARY EDIT YOUR TRANSACTION.** Delete this transaction from the Data Entry Data Base using the Supervisory function . This should restore your CLIN.

NOTE : Restoration of your CLIN is based on the fact that **YOU DID NOT SUMMARY EDIT YOUR TRANSACTION.**

LINES TO BE DELETED WITH SHIPMENTS POSTED MUST BE SENT TO DFAS FOR ACTION

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 6 / CT3300 - FUN

CT3410		ADD SUPPLY LINE ITEM RECORD	
CBUD :			
PIIN :	SPIIN :	CAO-ORG-CD :	R
<div>CLIN - ELIN : ORD - QTY - IND : PRCH - UNIT : UNIT - PRC : TOT - ITM - AMT : NOUN : PQA - SITE : FOB - SITE : QT - PC - UND - 1 :</div>	<div>MUST FILL MUST FILL MUST FILL MUST FILL MUST FILL MUST FILL MUST FILL MUST FILL</div>	<div>NSN : ORD - QTY : EST - PRC - IND : TOT - AMT - IND : SPN - REC : PARTNO : ACPT - SITE : QT - PC - OVR - 1 : LQ - DAMG - IND : WHLD - CD : ACRN : SPCL - PAY - RQD : DAYS - FOR - ACCPT :</div>	<div>MUST FILL MUST FILL MUST FILL MUST FILL MUST FILL</div>
<div>FIN - ACTN - CD :</div>			
<div>ACT - FRST - AR : INS - ACPT - CD :</div>	<div>MUST FILL</div>		

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TRUSTED AGENT NOTE : You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

THE FOLLOWING IS A MILSCAP REQUIREMENT :

Service Line items should be entered as Supply Line items when they are :

- (1) Performed more than once
- (2) Paid more than once
- (3) Performed at more than one location

When the services being procured are to be accomplished at several locations and/or payment is on the basis of the level of effort (e.g., hours expended per month), such items should be defined on Supply Line Item Data Record with Schedule Data Record for each unit of services against which payments are to be made .

ADD SUPPLY LINE ITEM RECORD

NOTE : Line Item Records can only be added if corresponding ACRN is on the CLR.

SCREEN CT3410

PIIN, SPIIN, ACO-ORG-CD, CLIN, ELIN, and USER ID are duplicated from the previous screen and may not be changed.

CLIN - ELIN Contract Line Item Number - Exhibit Line Item Number
(6A/N) - Enter the appropriate four or six digit alphanumeric
CLIN or ELIN as contained on the document.

The Contract Line Item number shall be the same as the solicitation Line Item number unless there is a valid reason for using different numbers. DFARS 204.7103-2

Subline items will be input instead of contract line items to facilitate payment, delivery tracking, contract funds accounting, or other management purposes.
DFARS 204.7104-1 (b)

All ODO contracts should be built with a full LISSR (Line Item Schedule Summary Record).

NOTE : It cannot be emphasized strongly enough.
If you have built a Line Item for an ODO
you must build a Schedule.

DATA ELEMENT

SPECIAL INSTRUCTIONS

CLIN - ELIN ELINS identified on an attachment will not be input.
Only those ELINS for an Exhibit will be input. DD1423's

will always be an Exhibit.

Screen CT3300 requires that you enter the initial Line Item number at the menu. All additional new Line Items, for the same contract, will be added on Screen CT3410.

Upon completion of adding a new Line Item, you must add a delivery schedule for the Line Item you have just added.

After all CLINs and schedules have been added, Summary Edit once for the contract.

ALL ENTRIES MUST CONTAIN DATA IN THIS FIELD

NSN

National Stock Numbers (15A/N) - The NSN consists of thirteen or fifteen positions and must be entered without special characters or blank spaces.

A Navy contract with the NSN shown on the DD Form 250 and the NSN has a prefix and a suffix, disregard the prefix and enter the NSN followed by the first two positions of the suffix.

FOR EXAMPLE :

NAVY NSN : IR6115001234567DA will be entered as 6115001234567DA.

Other than a Navy contract and the NSN has a prefix and suffix, drop the suffix and enter the NSN followed by the prefix.

If the NSN has a prefix only, enter the NSN followed by the prefix.

If the NSN has a suffix only, enter the NSN followed by the first two positions of the suffix.

Service Item : If an NSN is not shown, enter an **“ N ”** in the 1st position, a **Blank** in the 2nd position, and **“Services”** in the 3rd through 10th position. Examples for services are : engineering, computer, programming, training, testing, etc., .

DATA ELEMENT

SPECIAL INSTRUCTIONS

NSN

An Exhibit Item : Enter an **“ N ”** in the 1st position, a **Blank** in the 2nd position, and **“ EXHIBIT ”** in the 3rd through 9th position.

Undefinitized Item : If an NSN is not shown, enter a “U” in the 1st position and **Blank** the remainder of the field.

An ELIN on DD Form 1423 or AFSC Form 708 that requires Destination Acceptance : Enter a “Z” in the 1st position, a **Blank Space** in the 2nd position, and the **DoDAAC** of the activity authorized to provide acceptance. This will establish the data DARTS master file.

If the NSN is not applicable, enter an “N” in the 1st position and leave the remaining portion of the field blank. (Do Not Enter Blanks)

EXAMPLE : A line item is for a prototype or item number 1423DD.

When adding a Supply Line Item Record, this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ORD-QTY-IND

Estimated Quantity Indicator (1A/N) - Enter an “E” when the quantity is estimated. Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ORD-QTY

Order Quantity (11A/N) -

- (1) Enter the appropriate order quantity shown for each CLIN/ELIN.
- (2) When the order quantity is unknown, enter a “U” in the 1st position.
- (3) If this CLIN references a service enter an “N” in the 1st position.
- (4) On a 1423 DD, dummy line items, the quantity is always entered as one.

DATA ELEMENT

SPECIAL INSTRUCTIONS

ORD-QTY

- (5) If this CLIN is a data item requiring a DD 250, enter the quantity shown in Block 15 of the 1423.

When adding a Supply Line Item Record, this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PRCH-UNIT

Purchase Unit (2A/N) - Enter the appropriate unit of measure as shown on the document. A listing of units of measure can be found in APPENDIX B- 9 of this procedural guidance or MIL Standard 129. To correct this field, overlay the incorrect unit of measure with the correct one. If the unit of measure that is cited in the contract is not found in the list, enter as “ **EA** ”.

When adding a Supply Line Item Record, this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

EST-PRC-IND

Estimated Unit Price Indicator (1A/N) - Enter an “ **E** ” when the Unit Price is estimated. Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

UNIT-PRC

Unit Price (15A/N) - Enter the unit price as shown on the document to five decimal places (ten positions for dollar amount, two positions for cents, and three positions for mills; i.e., **9999999999.99999**).

NOTE : Decimal point must be entered. If the unit price is less than \$1.00, input decimal point, two positions for cents, and three positions for mills . Whenever the unit price is not shown, determine which of the following conditions apply :

- (1) When the unit price is unavailable but will be furnished later, enter a “ **U** ” in the 1st position.
- (2) On other than fixed price services, the unit price may not be applicable. Enter an “ **N** ” in the 1st position.
- (3) If this contract subline or exhibit subline item is Not Separately Priced (NSP) and the unit price is included within the unit price of a related subline item, enter a “ **C** ” in the 1st position.

DATA ELEMENT

SPECIAL INSTRUCTIONS

UNIT-PRC

When adding a Supply Line Item Record, this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TOT-AMT-IND Estimated Total Amount Indicator (1A/N) - When the total item is estimated or undefinitized, enter an **“ E ”**. Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TOT-ITM-AMT Total Item Amount (12A/N) - If the ORD-QTY field is **“ U ”** Blank and/or the UNIT-PRC field is **“ U ”** Blank, **“ N ”** Blank, or **“ C ”** Blank the system will generate **“ N ”** Blank in this field. Otherwise, the system will insert the UNIT-PRC multiplied by the ORD-QTY.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SPN-REC Item or Project Manager (6A/N) - If the activity to receive MILSCAP Shipment Performance Notice (SPN) is not co - located with the Issued By, enter a valid DoDAAC. Otherwise, leave this field blank and the SPN will generate to the Issued-By DoDAAC.

The SPN is a computer generated means of providing timely notification of the shipment of material, or the completion of a service by a contractor. SPNs are generated and transmitted when DD250s are input.

ODOs : CAOs will continue to process DD Form 250s which will continue to generate MILSCAP Shipment Performance Notices (SPNs) to the customers and Destination Acceptance and Report Tracking System alerts to consignees (where appropriate).

The hard copy contract will contain a valid DoDAAC to be used for the CLIN you are entering.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

NOUN Noun (11A/N) - Enter the first 11 positions of the name or description (as space permits) of the item being procured. If the noun is the same as the noun entered on the Contract Data Record (Screen CT3100), leave this field blank.

When adding a Supply Line Item Record, this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PARTNO

Part Number (32A/N) - Enter the manufacturer's part number. The number should be prefixed with the Commercial and Government Entity (CAGE) Code and part number which is normally found in the Supply Item description portion of the contract.

If a part number is not available, leave this field blank.

If fractions are involved in the part number, enter in three positions; **for example** : one-half would be input as 1/2.

NOTE : The part number will appear on Screen CT5821. The part number will not appear on the contract abstract.

PART NUMBER MUST ALWAYS BE PREFIXED WITH THE FACILITY CAGE CODE OF THE CONTRACTOR WHERE THE WORK IS TO BE PERFORMED.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PQA-SITE

Procurement Quality Assurance Site (1A/N) - Enter the applicable Procurement Quality Assurance Site inspection point as shown for this item in the contract; **(S - Source, D - Destination).**

When adding a Supply Line Item Record, this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACPT-SITE

Acceptance Site (1A/N) - Enter the applicable acceptance point as shown for this item in the contract **(S - Source, D - Destination).**

DATA ELEMENT

SPECIAL INSTRUCTIONS

ACPT-SITE

When adding a Supply Line Item Record, this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

FOB-SITE

Free on Board Site (1A/N) - Enter the applicable FOB point as shown for this item in the contract
(S - Source, D - Destination O - Other).

O indicates FOB site is at the " MARK FOR ". This is rare.

When adding a Supply Line Item Record, this is a must fill field.

Anytime the I/A (Inspection and Acceptance) is **SS** and the FOB point is **D** you must add the Evidence of Shipment indicator "**T**" FAR clause 52.247-48, FOB Destination - Evidence of Shipment to the DSTN-SHP-RQ field on the Provisions Data Record (Screen CT3120).

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

QT-PC-OVR-1

Quantity Variance Over (2A/N) - Enter the overrun percent for the line item as authorized by the contract. Leave blank if no overrun is authorized for the item. FAR 52.212-9

Changes to this field are made from Screen CT3421. Overlay the incorrect overrun (variation) percentage with the correct percentage.

On initial input, an entry to this field system generates ACO-CDD-RMK 26 in the Remarks Record (CT3140).

Trusted Agents must add the ACO-CDD-RMK 26 when adding a quantity variation to this field.

For a listing of codes see APPENDIX B - 10 of this procedural guidance.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

QT-PC-UND-1

Quantity Variance Under (2A/N) - Enter the underrun percent for the line item as authorized by the contract. FAR 52.212.-9

DATA ELEMENT**SPECIAL INSTRUCTIONS****QT-PC-UND-1**

Changes to this field are made from Screen CT3421. Overlay the incorrect underrun (variation) percentage with the correct percentage.

On initial input, an entry to this field system generates ACO-CDD-RMK 26 in the Remarks Record (CT3140).

Trusted Agents must add the ACO-CDD-RMK 26 when adding a quantity variation to this field.

For a listing of percentages see APPENDIX B - 10 of this procedural guidance.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

LQ-DAMG-IND

Liquidated Damage Charges Authorized (1A/N) - Enter an **A** if the contract has a Liquidated Damages clause applicable to the line item being entered. Otherwise, leave this field blank.

The following FAR clauses will determine whether damages in delinquent shipments apply :

(1) FAR 52.249-8 and 52.212-4 . An entry in the Liquidated Damage Charges Authorized field in the Provisions Data Record, Supply Line Item Record, or Service Line Item Record will automatically generate an **A** in the Special Contract Provisions field of the Contract Data Record.

NOTE : When Liquidated Damages apply to the entire contract an **A** will be entered in the LQ-DAMG-IND of the Provisions Data Record.

An **A** should be added at CLIN level when Liquidated Damages apply to specific CLINs and not the entire contract.

When Liquidated Damages has been added to a contract erroneously the following steps are needed to delete the **A**:

DATA ELEMENT

SPECIAL INSTRUCTIONS

LQ-DAMG-IND

(1) Check to see if an **A** has been entered at the line item level (Screen CT3421). If yes, delete the **A** from this screen. Now proceed to the Contract Data Record (Screen CT3110) SPC-CON-PVN and remove the **A** from this field.

(2) If Liquidated Damages has been entered erroneously at Contract level, remove the “A” from (Screen CT3120). Proceed to (Screen CT3110) SPC-CON-PVN and remove the “A” from this field. Data must be removed from screens.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

FIN-ACTN-CD

Financial Action Code (1A/N) - Normally this field will be left blank. The Financial Action Code (FAC) is mechanically generated based on the following logic. Line Item on fixed price type contract or combination of fixed-price and cost type and ACRN is other than **U Blank** will be assigned FAC 3, all other FAC 4.

Type of Contract Codes **A, B, C, J, K, L, M,** and **O** will automatically generate a Financial Action Code (FAC) 3, unless the ACRN is **U Blank**, then FAC 4 will be generated. All other types of contract codes will generate FAC 4.

ODO Contracts with Line Item Records will have a FAC 4.

FAC 4 should always be entered for those ELINS established as 1423 DD items, or NSP (Not Separately Priced) items.

SYSTEM GENERATED - UNLESS NOTED ABOVE

WHLD-CD

Withhold Code (1A/N) - Enter “A” when DFARS 252.204-7002, Contract Schedule Subline Items Not Separately Priced - Withholding of Billing, and Payment, is cited and sublines are Not Separately Priced (NSP). Payment will be withheld until all NSP lines are delivered.

An entry of “A” in the Withholding Code field of the Supply Line Item Record will automatically generate a “Q”, Subline Item - NSP, in the Special Contract Provisions field of the Contract Data Record.

DATA ELEMENT

SPECIAL INSTRUCTIONS

WHLD-CD

Enter “B” when ACO has directed Withholding of Payment, DFARS 252.227-7030, due to delay in receipt or receipt of deficient technical data. An entry of a “B” in the WHLD-CD will generate a “B” on the Provisions Data Record and an ACO Coded Remark, R9-29, on

the Remarks Data Record (Screen CT3140).

On initial input, an entry of a “B” in this field system generates ACO-CDD-RMK 29 in the Remarks Record (Screen CT3140).

Trusted Agents must add the ACO-CDD-RMK 29 in the Remarks Record when entering a “B” in this field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACT-FRST-AR

First Article Acceptance Date (6A/N) - If this is a First Article line item, enter the date (YYMMDD) the First Article is to be accepted . Otherwise, leave this field blank.

An entry of the calculated date for First Article acceptance in the Supply Line Item Record will automatically generate an “F”, First Article Pre-production Sample Report, in the Special Contract Provisions field of the Contract Data Record, which will then generate CAR Part A assignment.

NOTES : On an abstract, the date will appear in the Line Item Schedule Shipment Record (LISSR) segment as the FAA DT and in the Provisions segment, under FAAPS, as status “F” with the date in this field.

After the First Article approval has been processed (accepted) the “F” in the FAAPS field, on the abstract, will change to an “A” and the date changes to the date of acceptance. The ACT-FRST-AR field on the Line Item data, (Screen CT5821) will also change to the accepted date.

When computing the First Article Acceptance beware of “After Receipt Of “ (ARO) which means you will need to add on an additional 10 days to the required time for this acceptance. This allows for mailing.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

ACRN

Accounting Classification Reference Number (2A/N) - Enter the appropriate ACRN which represents the accounting classification that is applicable to a given CLIN. In rare cases when multiple accounting classifications apply to the same CLIN (including SUBLINE) and the quantity cannot be sub-divided to relate to a single ACRN, enter **9** followed by a blank.

When Adding a Supply Line Item Record, this is a must fill field.

ACRNS can only be added if the correct ACRN already exists on the CLR. If the ACRN does not exist, send to DFAS for correction.

DO NOT, under any circumstance, enter a **9** in this field just to enter the line item.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

INS-ACPT-CD

Inspection Acceptance Code (2A/N) - Enter the appropriate two character document identifier in the first two positions to identify the Inspection Acceptance coding. When making a correction, if Inspection is the same as the I /A Code on the Provisions Data Record, leave this field blank. For a listing of codes see APPENDIX B -8 of this procedural guidance.

You are reminded, when there are multiple lines and multiple Inspection and Acceptance codes at Line Item level, then the Provisions Data Record (Screen CT3120), will reflect an INS-ACT-CD of 6. If all Line Items are to be changed to the same code, then the Provisions Data Record must be changed to that code.

NOTE : **ZZ** Code will only be used if a specific Inspection/ Acceptance code is not referenced anywhere else in the contract or order.

Anytime you change the I/A (Inspection and Acceptance) to **SS** and the FOB point is **D** you must add the Evidence of Shipment indicator "**T**", FAR clause 52.247-48, FOB Destination-Evidence of Shipment, to the DSTN-SHP-RQ field on the Provision Data Record (Screen CT3120).

DATA ELEMENT

SPECIAL INSTRUCTIONS

INS-ACPT-CD

Before changes are made to the Acceptance point, check Screen CT57C0, Summary of Shipment Data by Contract, to determine whether shipments have already been processed against this line. If shipments have been processed, the changes must be forwarded to DFAS. Requesters should provide the Trusted

Agents with information of whether an invoice is in house for the contract (use YINV) library. If information has not been provided, Trusted Agents should return the request to the user and remind them that this information is needed since changing Acceptance points may affect payment.

NOTE : Trusted Agents should notify Quality when changing all Inspection and Acceptance codes so that QAMIS can be properly updated.

When adding a Supply Line Item Record this is a must fill field.

Entries in this field must match table **TB0005**

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD - UNLESS SHIPMENTS HAVE BEEN PROCESSED

DAYS-FOR-ACCPT	Days For Acceptance (3N) - Days For Acceptance is a three position numeric field which is the number of days allowed for Government Acceptance after the First Article has been delivered. This field may be blank.
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ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SPCL-PAY-RQD	SPECIAL CLIN/ELIN PAYMENT INSTRUCTIONS REQUIRED - (1A) - An indicator used to denote that special payment instructions apply to this CLIN/ELIN. A valid entry of " Y " in this field will cause all subsequent payments relative to this CLIN/ELIN to be paid manually.
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<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
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SPCL-PAY-RQD	NOTE : If there are multiple CLIN/ELINs on a contract only those with special payment instructions will be pay manually. All others will go automatic.
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ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CUR-ORD-QTY

Current Order Quantity (11A/N) - This field is for information only and displays to the user the order quantity currently on the data base.

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

SYSTEM GENERATED BASED ON A “ Y “ IN THE SPCL-PAY-INST FIELD ON S

CT3415

LINE ITEM SPECIAL PAYMENT INSTRUCTION

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

RG

CLIN - ELIN :

SPCL - PAY - INST :

[ON THIS FIELD 6 LINES OF 78 CHARACTERS (A/N) EACH CAN BE ENTER

DFAS O

SUPPO

SYSTE

TRUSTI

TRUSTED AGENT NOTE : You must screen validate and Summary Edit
corrections. To screen validate hit the enter key.

LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

SCREEN CT3415

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous screen and may not be changed.

SPCL-PAY-INSTR

SPECIAL PAYMENT INSTRUCTION (468 A/N) -
This field is designed for detailed special instructions.

Changing the “ Y “ to an “ N “ for this field on Screen CT3410 will automatically delete any notebook remarks.

When the notebook displays, at a minimum, an entry of one valid alpha or numeric character must be entered.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 6 / CT3300 - FUNCTION 3

CT3421		CHANGE SUPPLY LINE ITEM RECORD	
CBUD:			
PIIN :	SPIIN :	CAO-ORG-CD:	RGS-CD:
<div style="border: 1px dashed black; padding: 2px; margin-bottom: 5px; text-align: center;">CLIN-ELIN:</div> <div style="border: 1px solid black; padding: 2px;"> ORD-QTY-IND: PRCH-UNIT: UNIT-PRC: TOT-IIM-AMT: NOUN: PQA-SITE: FOB-SITE: QT-PC-UND-1: </div> <div style="border: 1px dashed black; padding: 2px; margin-bottom: 5px; text-align: center;">FIN-ACIN-CD:</div> <div style="border: 1px solid black; padding: 2px;"> ACT-FRST-AR: INS-ACPT-CD: </div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> NSN: ORD-QTY: EST-PRC-IND: TOT-AMT-IND: SPN-REC: PARINO: ACPT-SITE: QT-PC-OVR-1: LQ-DAMG-IND: WHLD-CD: ACRN: SPCL-PAY-RQD: DAYS-FOR-ACPT: </div> <div style="border: 1px dashed black; padding: 2px; margin-top: 10px; text-align: center;">CUR-ORD-QTY:</div>		
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p align="center"><u>LEGEND</u></p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">DFAS ONLY</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GENERAL ACCESS</div> <div style="border: 1px dashed black; padding: 2px; margin-bottom: 5px;">SYSTEM GENERATED</div> <div style="border: 1px solid black; padding: 2px; background-color: #f0f0f0;">TRUSTED AGENT ACCESS</div> </div>			

TRUSTED AGENT NOTE : You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

CHANGE SUPPLY LINE ITEM RECORD

SCREEN CT3421

PIIN, SPIIN, CAO-ORG-CD, CLIN, ELIN and USER ID are duplicated from the previous screen and may not be changed.

CLIN-ELIN Contract Line Item Number-Exhibit Line Item Number - (6A/N) - This is the appropriate alphanumeric CLIN or ELIN as contained on the document .

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

NSN National Stock Number (15A/N) - The NSN consists of thirteen or fifteen positions and must be entered without special characters or blank spaces.

A Navy contract with the NSN shown on the DD Form 250 and the NSN has a prefix and a suffix, disregard the prefix and enter the NSN followed by the first two positions of the suffix.

FOR EXAMPLE

NAVY NSN : IR6115001234567DA will entered as 6115001234567DA.

Other than a Navy contract and the NSN has a prefix and suffix drop the suffix and enter the NSN followed by the prefix.

If the NSN has a prefix only, enter the NSN followed by the prefix.

If the NSN has a suffix only, enter the NSN followed by the first two positions of the suffix.

Service Item : If an NSN is not shown, enter an **“ N ”** in the 1st position, a **Blank** in the 2nd position, and **“ Service ”** in the 3rd through 10th position. Examples of services are : Engineering, Computer, Programming, Training, Testing, etc.

An Exhibit Item : Enter an **“ N ”** in the 1st position, a **Blank** in the 2nd position, and **“ EXHIBIT ”** in the 3rd through 9th position.

DATA ELEMENT**SPECIAL INSTRUCTIONS**

NSN

Undefinitized Item : If an NSN is not shown, enter a **“ U ”** in the 1st position and blank the remainder of the field.

An ELIN on DD Form 1423 or AFSC Form 708 that requires Destination Acceptance : Enter a **“ Z ”** in the 1st position, a **Blank Space** in the 2nd position, and the **DoDAAC** of the activity authorized to provide acceptance. This will establish the data DARTS master file.

If the NSN is not applicable, enter an **“ N ”** in the first position and leave the remaining portion of the field blank.

EXAMPLE : A line item is for a prototype or item number 1423 DD.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ORD-QTY-IND

Estimated Quantity Indicator (1A/N) - Enter an **“ E ”** when the quantity is estimated . Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ORD-QTY

Order Quantity (11A/N) - Enter the net increase or decrease of the Order Quantity. Must be numeric (0 - 9). Decreases should be followed by a minus (-) sign. If there is no change in the Order Quantity enter a zero. **EXAMPLE** : The Order Quantity shows 40. It really is supposed to be 60. The difference between the two quantities, is 20, then 20 is what is entered into this field. No addition (+) sign is needed.

EXAMPLE : The Order Quantity shows 40. It really is supposed to be 20. The difference between the two quantities is what is entered . However, for the decrease in quantity you must enter the minus (-) sign after the number. In this case the decrease in quantity is shown as **20 -**.

When decreasing quantities, failure to enter a minus (-) sign following the number, will increase the quantity on order.

DATA ELEMENT**SPECIAL INSTRUCTIONS**

ORD-QTY

NOTE : You are reminded that when you make

a change to the ORD-QTY you must also adjust the schedule quantity. Failure to do so will cause Screen CT4560, ORD-QTY/DLY-SCH-QTY - IMBALANCE to appear. This happens when there is a schedule imbalance.

Quantity on order cannot be reduced below the quantity already shipped .

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PRCH-UNIT

Purchase Unit (2A/N) - Enter the appropriate unit of measure as shown on the document. A listing of units of measure can be found in APPENDIX B - 9 of this procedural guidance or MIL STD 129. To correct this field, overlay the incorrect unit of measure with the correct one.

If the unit of measure that is cited in the contract is not found on the list enter as **“EA”** .

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

EST-PRC-IND

Estimated Unit Price Indicator (1A/N) - An **“E”** will be entered when the Unit Price is estimated.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

UNIT-PRC

Unit Price (15A/N) - Enter the Unit Price as shown on the document to five decimal places (ten positions for dollar amount, two positions for cents, and three positions for mills; i.e., (9999999999.99999)).

NOTE : Decimal point must be entered. If the Unit Price is less than \$1.00, input decimal point and two positions for cents and three positions for mills. Whenever the Unit Price is not shown, determine which of the following conditions apply :

(1) When the Unit Price is unavailable but will be furnished later, enter a **“U”** in the first position.

(2) On other than fixed price services, the Unit Price may not be applicable . Enter an **“N”** in the first position.

DATA ELEMENT

SPECIAL INSTRUCTIONS

UNIT-PRC	<p>(3) If this contract subline or exhibit subline item is Not Separately Priced (NSP) and the Unit Price is included within the Unit Price of a related subline item, enter a “<u>C</u>” in the first position.</p> <p><u>ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD</u></p>
TOT-AMT-IND	<p>Estimated Total Amount Indicator (1A/N) - An “<u>E</u>” will be entered when the total item is estimated or undefinitized.</p> <p><u>ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD</u></p>
TOT-ITM-AMT	<p>Total Item Amount (12A/N) - If the ORD-QTY field is “<u>U</u>” Blank and/or the UNIT-PRC field is “<u>U</u>” Blank, “<u>N</u>” Blank, or “<u>C</u>” Blank, the system will generate “<u>N</u>” Blank in this field. Otherwise, the system will insert the UNIT-PRC multiplied by the ORD-QTY.</p> <p><u>ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD</u></p>
SPN-REC	<p>Item or Project Manager (6A/N) - If the activity to receive MILSCAP Shipment Performance Notices (SPN) is not co - located with the Issued By, enter a valid DoDAAC. Otherwise, leave this field blank and the SPN will generate to the Issued-By DoDAAC.</p> <p>The SPN is a computer generated means of providing timely notification of the shipment of material, or the completion of a service by a contractor. SPNs are generated and transmitted when DD250s are entered.</p> <p>ODOs : CAOs will continue to process DD Form 250s which will continue to generate MILSCAP Shipment Performance Notices (SPNs) to the customers and Destination Acceptance and Report Tracking System alerts to consignees (where appropriate).</p> <p>The hard copy contract will contain a valid DoDAAC to be used for the CLIN you are entering.</p> <p><u>ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD</u></p>
<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
NOUN	<p>Noun (11A/N) - Enter the first 11 positions of the name or description (as space permits) of the item being procured. If the Noun is the same as the Noun entered</p>

on the Contract Data Record (Screen CT3110), leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PARTNO

Part Number (32A/N) - Enter the manufacturer's part number. The number should be prefixed with the Commercial and Government Entity (CAGE) Code and Part Number which is normally found in the Supply Item description portion of the Contract.

If a Part Number is not available, leave this field blank.

If fractions are involved in the Part Number, enter in three positions; for example, one-half would be input as 1/2.

NOTE : The Part Number will appear on Screen CT5821. The Part Number will not appear on the contract abstract.

PART NUMBERS MUST ALWAYS BE PREFIXED WITH THE FACILITY CAGE CODE OF THE CONTRACTOR WHERE THE WORK IS TO BE PERFORMED

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

PQA-SITE

Procurement Quality Assurance Site (1A/N) - Enter the applicable Procurement Quality Assurance Site (Inspection Point as shown for this item in the contract (**S** - Source, **D** - Destination).

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACPT-SITE

Acceptance Site (1A/N) - Enter the applicable FOB acceptance point as shown for this item in the contract (**S** - Source, **D** - Destination).

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

FOB-SITE

Free On Board Site (1A/N) - Enter the applicable FOB point as shown for this item in the contract (**S** - Source, **D** - Destination, **O** - Other).

DATA ELEMENT

SPECIAL INSTRUCTIONS

FOB-SITE

O indicates FOB site is at the " MARK-FOR ". This

is rare.

Anytime the I/A (Inspection and Acceptance) is **SS** and the FOB point is **D** you must add the Evidence of Shipment indicator “ **T** “ FAR clause 52.247-48, FOB Destination-Evidence of Shipment to the DSTN-SHP-RQ field on the Provision Data Record (Screen CT3120).

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

QT-PC-OVR-1

Quantity Variance Over (2A/N) - Enter the overrun percent for the Line Item as authorized by the contract. Leave blank if no overrun is authorized for the item. FAR 52.212-9

Overlay the incorrect overrun (variation) percentage with the correct percentage.

On initial input, an entry to this field system generates ACO-CDD-RMK 26 in the Remarks Record (Screen CT3140).

Trusted Agents must add the ACO-CDD-RMK 26 when adding a quantity variation to this field.

For a listing of percentages see APPENDIX B - 10 of this procedural guidance.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

QT-PC-UND-1

Quantity Variance Under (2A/N) - Enter the underrun percent for the Line Item as authorized by the contract. FAR 52.212-9.

Overlay the incorrect underrun (variation) percentage with the correct percentage.

On initial input, an entry to this field the system generates ACO-CDD-RMK 26 in the Remarks Record (Screen CT3140).

Trusted Agents must add the ACO-CDD-RMK 26 when adding a quantity variation to this field.

DATA ELEMENT

SPECIAL INSTRUCTIONS

QT-PC-UND-1

For a listing of percentage see APPENDIX B - 10 of this procedural guidance.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

LQ-DAMG-IND

Liquidated Damage Charges Authorized (1A/N) - Enter an “ **A** ” if the contract has a Liquidated Damages clause applicable to the Line Item being entered. Otherwise, leave this field blank.

The following FAR clauses will determine whether damages in delinquent shipments apply :

- (1) FAR 52.249-8 and 52.212-4. An entry in the Liquidated Damage Charges Authorized field in the Provisions Data Record, Supply Line Item Record, or Service Line Item Record will automatically generate an “ **A** ” in the Special Contract Provisions field of the Contract Data Record.

NOTE : When Liquidated Damages apply to the entire contract an “ **A** ” will be entered in the LQ-DAMG-IND of the Provisions Data Record.

An “ **A** ” should be added at CLIN level when Liquidated Damages apply to specific CLINs and not the entire contract.

When Liquidated Damages has been added to a contract erroneously, the following steps are needed to delete the “ **A** ”:

- (1) Check to see if an “ **A** ” has been entered at the Line Item level (Screen CT3421). If yes, delete the “ **A** ” from this screen. Now proceed to the Contract Data Record (Screen CT3110) SPC-CON-PVN and remove the “ **A** ” from this field.
- (2) If Liquidated Damages has been entered erroneously at Contract level, remove the “ **A** ” from (Screen CT3120). Now proceed to the Contract Data Record (Screen CT3110) SPC-CON-PVN and remove the “ **A** ” from this field. Data must be removed from screens.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

FIN-ACTN-CD

Financial Action Code (1A/N) - Normally this field will be left blank. The Financial Action Code (FAC) is mechanically generated based on the following logic.

Line Item on fixed price type contract or combination of fixed-price and cost type and ACRN is other than **U** Blank will be assigned FAC 3, all other FAC 4.

Type of Contract Codes **A, B, C, J, K, L, M,** and **O** will automatically generate a Financial Action Code (FAC) FAC 3, unless the ACRN is **U** Blank, then FAC 4 will be generated. All other types of contract codes will generate a FAC 4.

ODO Contracts with Line Item Records, will have a FAC 4.

FAC 4 should always be entered for those ELINS established as 1423 DD items, or NSP (Not Separately Priced) items.

SYSTEM GENERATED - UNLESS NOTED ABOVE.

WHLD-CD

Withhold Code (1A/N) - Enter an **A** when DFARS 252.204-7002, Contract Schedule Subline Item Not Separately Priced - Withholding of Billing and Payment, is cited and sublines are Not Separately Priced (NSP). Payment will be withheld until all NSP lines are delivered.

An entry of **A** in the Withholding Code field of the Supply Line Item Record will automatically generate a **Q** Subline Item - NSP, in the Special Contract Provisions field of the Contract Data Record.

Enter a **B** when ACO has directed withholding of payment, DFARS 252.227-7030, due to delay in receipt or receipt of deficient technical data.

An entry of a **B** in the WHLD-CD will generate a **B** on the Provisions Data Record and an ACO Coded Remark, R9 -29, on the Remarks Data Record, (Screen CT3140).

On initial input, an entry of a **B** in this field the system generates ACO-CDD-RMK 29 on the Remarks Record (Screen CT3140).

DATA ELEMENT

WHLD-CD

SPECIAL INSTRUCTIONS

Trusted Agents must add the ACO-CDD-RMK 29 in the Remarks Record when entering a **B** in this field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACT-FRST-AR

First Article Acceptance Date (6A/N) - If this is a First Article Line Item, enter the date (YYMMDD) the First Article is to be accepted. Otherwise, leave this field blank.

An entry of the calculated date for the First Article Acceptance in the Supply Line Item Record will automatically generate an "**F**" First Article Pre-production Sample Report, in the Special Contract Provisions field of the Contract Data Record, which will then generate CAR Part A assignment.

To remove a First Article Acceptance date that was added incorrectly you must first remove the date from this field and then remove the "**F**" from the Administrative Data Record, (Screen CT3110), SPC-CON-PVN field.

NOTES : On an abstract, the date will appear in the Line Item Schedule Record (LISSR) segment as the FAA DT and in the Provisions segment, under FAAPS, as status "**F**" with the date in this field.

After the First Article approval has been processed (accepted) the "**F**" in the FAAPS field, on the abstract, will change to an "**A**" and the date changes to the date of acceptance. The ACT-FRST-AR field on the Line Item Data (Screen CT5821) will also change to the accepted date.

When computing the First Article Acceptance, beware of "After Receipt Of " (ARO) which means you will need to add on an additional 10 days to the required time for this acceptance. This allows for mailing.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACRN

Accounting Classification Reference Number (2A/N) - Enter the appropriate ACRN which represents the Accounting Classification that is applicable to a given CLIN.

DATA ELEMENT

SPECIAL INSTRUCTIONS

ACRN

In rare cases when multiple accounting classifications apply to the same CLIN (including subline) and the quantity cannot be subdivided to relate to a single

ACRN, entry of a **9** followed by a blank will be made.

ACRNS can only be added if the correct ACRN already exists on the CLR. If the ACRN does not exist send to DFAS for correction.

DO NOT, under any circumstance, enter a **“9”** in this field just to enter the line item.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

INS-ACPT-CD

Inspection and Acceptance Code (2A/N) - Enter the appropriate two character document identifier in the first two positions to identify the Inspection and Acceptance coding. When making a correction, if inspection is the same as the I/A Code on the Provisions Data Record, leave this field blank. For a listing of codes see APPENDIX B- 8 of this procedural guidance .

You are reminded, when there are multiple lines and multiple Inspection and Acceptance codes at Line Item level, then the Provisions Data Record (Screen CT3120), will reflect an INS-ACT-CD of 6. If all line items are to be changed to the same code, then the Provisions Data Record must be changed to that code.

NOTE : **ZZ** Code will only be used if a specific Inspection/Acceptance code is not referenced anywhere else in the Contract or Order.

Anytime you change the I/A (Inspection and Acceptance) to **SS** and the FOB point is **D** you must add Evidence of Shipment indicator **“T”**, FAR clause 52.247-48, FOB Destination - Evidence of Shipment, to the DSTN-SHP-RQ field on the Provisions Data Record (Screen CT3120).

Before changes are made to the Acceptance point, check Screen CT57CO, Summary of Shipment Data by Contract, to determine whether shipments have already been processed against this line.

DATA ELEMENT

SPECIAL INSTRUCTIONS

INS-ACPT-CD

If shipments have been processed, the changes must be forwarded to DFAS. Requesters should provide the Trusted Agent with information of whether an invoice is in house for the contract (use YINV library). If information

has not been provided, Trusted Agents should return the request to the user and remind them that this information is needed since changing acceptance points may affect payment.

NOTE : Trusted Agents should notify Quality when changing all Inspection and Acceptance codes so that QAMIS can be properly updated.

Entries in this field must match table **TB0005**

**ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD
UNLESS SHIPMENTS HAVE BEEN PROCESSED**

DAYS-FOR-ACCPT Days For Acceptance (3N) - Days For Acceptance IS a three position numeric field which is the number of days allowed for Government Acceptance after the First Article has been delivered. This field may be blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SPCL-PAY-RQD SPECIAL CLIN/ELIN PAYMENT INSTRUCTIONS REQUIRED (1A) - An indicator used to denote that special payment instructions apply to this CLIN/ELIN. A valid entry of "Y" in this field will cause all subsequent payments relative to this CLIN/ELIN to be paid manually.

NOTE : If there are multiple CLIN/ELINs on a contract, only those with special payment instructions will pay manually. All others will go automatic.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CUR-ORD-QTY Current Order Quantity (11A/N) - This field is for information only and displays to the user the order quantity currently on the data base.

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

SYSTEM GENERATED BASED ON A “ Y “ IN THE SPCL-PAY-INST FIELD ON S

CT3425

LINE ITEM SPECIAL PAYMENT INSTRUCTION

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

R

CLIN - ELIN :

SPCL - PAY - INST :

THIS FIELD CONTAINS 6 LINES OF 78 CHARACTERS (A/N) EACH

L

DFAS ON

SUPPOR

SYSTEM

TRUSTEL

TRUSTED AGENT NOTE : You must screen validate and Summary Edit
corrections. To screen validate hit the enter key.

LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

SCREEN CT3425

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous screen and may not be changed.

SPCL-PAY-INSTR

SPECIAL PAYMENT INSTRUCTION (468 A/N) -
This field is designed for detailed special instructions.

Changing the "Y" to an "N" for this field on Screen CT3421 will automatically delete any Notebook remarks.

When Notebook displays, at a minimum, an entry of one valid alpha or numeric character must be entered.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CT3510

ADD SUPPLY SCHEDULE DATA RECORD

CBUD:

PIIN :

SPIIN :

CAO-ORG-CD :

RGS-

CLIN-ELIN :

MK-FOR :

MUST FILL

DLV-SCH-DT :

SCH-QTY-IND :

CLISUB-XHIB :

MUST FILL

ACRN :

MUST FILL

SHP-TO :

MUST FILL

DLSCHDT-IND :

MNO-AND-SFX :

DLV-SCH-QTY :

MUST FILL

TRNS-PRI-CD :

KR-DLVY-SCH-DT :

DFAS O

SUPPO

SYSTE

TRUSTI

TRUSTED AGENT NOTE : You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

ADD SUPPLY SCHEDULE DATA RECORD

SCREEN CT3510

PIIN, SPIIN, CAO-ORG-CD, CLIN, ELIN, and USER ID are duplicated from the previous screen and may not be changed.

CLIN-ELIN Contract Line Item Number - Exhibit Line Item Number (6A/N) - Enter the appropriate alphanumeric CLIN or ELIN to correspond to the Supply Line Item Data Record.

SYSTEM GENERATED - ENTRIES/CHANGES ARE NOT AUTHORIZED TO THIS FIELD

SHP-TO Ship To (6A/N) - Enter the valid DoDAAC Military Assistance Program Address Directory (MAPAD) or FSCM (CAGE) Code of the destination to receive the item as specified in the contract. If a FSCM/CAGE Code is entered, prefix with a Blank. If no destination is specified and shipping instructions are to be furnished at a later date, enter a "U" for undefinitized in the first position, leaving the remainder of the field blank. Multiple Ship To points require multiple schedule records.

No validation, to this field, will be performed when the first position is a **B, D, K, P, or T.** (MAPAD CODES).

When Adding a Supply Schedule Data Record this is a must fill field.

NOTE : In accordance with the Concept of Operations, a "U" will be entered into the " Ship To " field of the Schedule Record when the " Ship To " address is blank, questionable, **involves FMS**, or is not easily identified.

Upon initial review, CAOs will correct erroneous " Ship To " addresses or enter a "U". " Ship To " addresses that are valid but cannot be entered into MOCAS should be reported to the **local FASST**.

Entering a DD 250 with a valid " Ship To " will override the "U" in the system and SPNs will be transmitted.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

MK-FOR Mark For (6A/N) - Enter the valid DoDAAC of the ultimate recipient of the item. In addition, a Mark For with a "Y" in the first position can also be entered.

The “Y” indicates the remainder of the coding in the field is meaningful only to the recipient and is not a formally established identity code. Leave blank when no Mark For is available. Multiple Mark For's require multiple schedule records.

When the “Ship To” (SHP-TO) is “U” the Mark For must be Blank.

No validation to this field, will be performed when the first position is a B, D, K, P, or T. (MAPAD codes).

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DLSCHDT-IND Estimated Delivery Schedule Date Indicator (1A/N) -
When the schedule is estimated, an “E” must be entered. Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DLVY-SCH-DT Delivery Schedule Date (6A/N) - Firm Dates : Enter the contractual dates for delivery of the end item to destination. Date will be entered as year, month, and day (YYMMDD). DFARS 217 - 7404 - 3.

(1) Monthly schedule deliveries, i.e., Item 0001 with a quantity of ten will be delivered at the rate of two per month for five months starting 15 July 1982. Five scheduled entries will be made for scheduled dates of 82 07 15, 82 08 15, etc. Multiple schedule dates will require separate Supply Schedule Records. If shipments are to be made monthly and there is no specified date, shipments are to begin at end of month.

(2) Delivery schedules for contracts which specify definite calendar dates will be entered to reflect dates in the contract. Contracts with delivery schedules which must be computed from the following dates :

(a) Date of Execution - The latest date of signature of either executing party or the indicated effective date of the contract, whichever is later.

DATA ELEMENT

SPECIAL INSTRUCTIONS

DLVY-SCH-DT (b) Date of Receipt - For AIR FORCE (AF) contracts, is the mailing date which appears on the cover sheet of the contract plus 10 days. For all other contracts

is the date of execution plus ten days.

- (3) Contingent delivery schedules . Where the contractual document states that a schedule will become effective at a specific time after an earlier action, it will be assumed the earlier action will occur on the date scheduled. Contracts, in which the delivery schedule of production quantities contain delivery schedule contingencies, shall be updated whenever the contingencies are fulfilled.
- (4) Delivery schedules of production quantities shall be updated whenever the Government does not provide acceptance on the First Article by the prescribed date.
- (5) Concurrent delivery schedule . Use the contract delivery schedule of the major end item to establish the schedule for items to be delivered at the same time. Failure to deliver the major end item on schedule will not affect the delivery schedules of concurrent items when the contract delivery schedules of the major end items are revised by a contract change document.
- (6) Token delivery. Token deliveries result when the contract shows starting and ending delivery dates without specifying quantities except for the total on order quantity. The last delivery date will be used for the schedule.
- (7) Quarterly schedules will show the date within the last month of the quarter in which delivery is required and there will be no schedules set up for the intervening two months. Bulk delivery schedules will have a single delivery date. Separate entries must be made for each quantity and date.
- (8) Multiple MILSTRIP numbers for a specific item will require separate entries even when the dates to be shipped are identical.

DATA ELEMENT

DLVY-SCH-DT

SPECIAL INSTRUCTIONS

- (9) Estimated Dates :
 - (a) On “as required “ DD Form 1423 data items not shipped concurrent with the hardware, the scheduled dates will be estimated and equal to the contract FDD. If the FDDs on these contracts

are subsequently changed, the schedule on the **“ as required ”** data items also should be changed. The 1423 DD (dummy) items having estimated schedules should also be revised to reflect the latest delivery date when the contract **FDD** is changed. However, 1423 DD items are always estimated schedules.

- (b) If no FDD is specified on the contract, an estimated date of one year is used, DD Form 1716 will be sent requesting clarification.
 - (c) When a schedule is not present, such as M & O (Maintenance & Overhaul) type contract, enter the contract FDD with an estimated indicator. Date will remain estimated until a firm date is established by a modification.
 - (d) When the schedule is estimated, an **“ E ”** must be entered in the Delivery Schedule Date Indicator (DLSCHDT-IND).
 - (e) For Clothing and Textile (C & T) contracts, enter incremental delivery schedules as estimated dates, with only the final due dates as firm for each subline item quantity.
- (10) Undefined Dates : When the date is undefined, a **“ U ”** will **NOT** be entered . Although **“ U ”** is an authorized input, it will not be used because it adversely impacts QAMIS and creates problems. Use a calculated date 6 months from date of order with an estimated indicator of **“ E ”**.

When adding a Supply Schedule Data Record this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

MNO-AND-SFX

MILSTRIP Data (15A/N) - All hardware items shipped to consignees outside the prime contractor's plant require MILSTRIP Document Numbers.

DATA ELEMENT

SPECIAL INSTRUCTIONS

MNO-AND-SFX

Examples of items not assigned with MILSTRIP Document Numbers are listed below :

- (1) DD Form 1423 Exhibit Line Items.
- (2) Service Line Items.

(3) Repair parts purchased by the contractor and shipped in-place (no movement or to contract bond room) for servicing reparable.

(4) Prototype Model.

The MILSTRIP Document Number is known as the Requisition Number (RQN NR), on Air Force and Navy contracts.

Enter the first 14 positions of the MILSTRIP number when shown. If not shown, leave the data field blank. The MILSTRIP Document Number is illustrated below :

POSITION	ELEMENT
1	SERVICE 2 - 6 REQUISITIONER
7	JULIAN YEAR 8 - 10 JULIAN DAY
11 - 14	SERIAL NUMBER

M / F (TCN) followed by a number is not a MILSTRIP number and is not to be entered.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SCH-QTY-IND

Estimated Schedule Quantity (1A/N) - When the quantity scheduled for delivery is estimated, enter an **"E"**. Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DLV-SCH-QTY

Delivery Schedule Quantity (11A/N) -

- (1) Enter the quantity scheduled for each delivery schedule.
- (2) When the quantity is undefinitized, enter a **"U"**. The system will automatically space fill the remainder of the field.

DATA ELEMENT

SPECIAL INSTRUCTIONS

DLV-SCH-QTY

- (3) On CDRL items enter quantity shown in Block 15 of the DD 1423.

When adding a Supply Schedule Data Record this is must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CLISUB-XHIB

CLIN/Sub-CLIN for exhibit (6A/N) - If an ELIN is involved, enter the contract Line Item Number/Subline which establishes the Exhibit for Line Item Number shown in the CLIN/ELIN field on the Supply Line Item Record.
Note : If position 1 of the CLIN/ELIN field is numeric (0-9) blanks should be entered in this field.

This is a must fill field if the added item is an ELIN/Sub-ELIN.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TRANS-PRI-CD

Transportation Priority (1A/N) - This code represents a number assigned to a schedule/shipment which establishes precedence of handling and the method of material movement within the Defense Transportation System. Enter the applicable transportation priority codes of **1, 2, 3, or 4**. If no entry is in the contract, leave this field blank.

CODE

ELEMENT

1

Air

2

Air

3

Surfaces

4

MAC

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACRN

Accounting Classification Reference Number (2A/N) - Enter the appropriate ACRN which represents the Accounting Classification that is applicable to a given destination (SHIP-TO/MARK-FOR), delivery date and quantity.

When multiple Accounting Classifications apply to a single destination (SHIP-TO/MARK-FOR), so that a quantity cannot be subdivided to relate to a single Accounting Classification, enter a **9** in the first position.

DATA ELEMENT

SPECIAL INSTRUCTIONS

ACRN

In those cases where the ACRN cannot be determined, shipping instructions are to be furnished later and a **U** for undefinitized appears in the SHP-TO field for this record; enter a **U** in the first position of the ACRN.

ACRNS can only be added if the correct ACRN already exists on the CLR. If the ACRN does not exist, send to DFAS for correction.

The ACRN entered into the Supply Schedule Record must match the ACRN entered on the Supply Line Item Record, unless it is a “9” blank.

DO NOT, under any circumstance, enter a “9” in this field just to enter the Line Item.

When Adding a Supply Schedule Data Record this is a must fill field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

KR-DLV-SCH-DT

Contractor Responsibility Delivery Schedule Date (6A/N) - The original schedule delivery date adjusted by modification(s) issued to extend the delivery schedule date for Government or excusable cause. If this date is earlier than DLV-SCH-DT (Delivery Schedule Date) it indicates there was a delay in the schedule due to the contractor.

If a change is made to the DLV-SCH-DT because of an input error or it is the fault of the Government or an excusable delay this date will automatically advance the number of days the DLV-SCH-DT advanced. If a modification was issued and it was the fault of the Government, DLV-SCH-DT will advance, this field will not .

SYSTEM GENERATED AND PROTECTED

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 7 / CT3500A - F

CT3521

CHANGE SUPPLY SCHEDULE RECORD

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

RC

CLIN - ELIN :

MK - FOR :

DLV - SCH - DT :

SCH-QTY-IND :

CLISUB - XHIB :

ACRN :

SHP - TO :

DLSCHDT - IND :

MNO - AND - SFX :

DLV - SCH - QTY :

TRNS - PRI - CD :

KR - DLVY - SCH - DT :

PREV - KR - SCH - DT :

CUR-SCH-QTY :

CUR-ORD-QTY :

DFA:

SUP

SYS

TRU

TRUSTED AGENT NOTE : You must screen validate and Summary Edit
corrections. To screen validate hit the enter key.

CHANGE SUPPLY SCHEDULE RECORD

PIIN, SPIIN, CAO-ORG-CD, CLIN, ELIN, and USER-ID are duplicated from the previous screen and may not be changed .

SCREEN CT3521

CLIN-ELIN Contract Line Item Number-Exhibit Line Item Number (6A/N) - This is the appropriate alphanumeric CLIN or ELIN to correspond to the Supply Line Item Data Record (Screen CT1600).

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

SHP-TO Ship To (6A/N) - This is the valid DoDAAC or FSCM (CAGE) Code of the destination to receive the item as specified in the contract. DFARS 247.305-10.

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

MK-FOR Mark For (6A/N) - This is the valid DoDAAC of the ultimate recipient of the item.

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

DLSCHDT-IND Estimated Delivery Schedule Date Indicator (1A/N) - When the Schedule is estimated, and **E** is present.

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

DLVY-SCH-DT Delivery Schedule Date (6A/N) - Firm Dates : These are the contractual dates for delivery of the end item to the destination.

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

MNO-AND-SFX MILSTRIP Data (15A/N) - Normally, all hardware items indicated on Army contracts that are shipped to consignees outside the prime contractor's plant require MILSTRIP Document Numbers.

SYSTEM GENERATED - THIS IS A PROTECTED FIELD

DATA ELEMENT

SPECIAL INSTRUCTIONS

SCH-QTY-IND Estimated Schedule Quantity (1A/N) - When the quantity scheduled for delivery is estimated, enter an **E**. Otherwise, leave blank .

Validation occurs on this field . Must be **E** or blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DLV-SCH-QTY Delivery Scheduled Quantity (11A/N) - Enter the net increase or decrease of the Delivery Schedule Quantity. Must be numeric (0-9). Decreases should be followed by a minus (-) sign. If there is not a change to the Delivery Schedule Quantity, enter a zero.

When the quantity is undefinitized, enter a **U**. The system will automatically space fill the remainder of the field.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CLISUB-XHIB CLIN/SUB-CLIN For Exhibit (6A/N) - All validation for this field is bypassed for converted contracts.

If an ELIN is involved, enter the contract Line Item Number/ Subline which establishes the Exhibit for the Exhibit Line Item Number shown in the CLIN/ELIN field on the Supply Line Item Record. NOTE : If position 1 of the CLIN/ELIN field is numeric (0-9) Blanks should be entered in this field.

This is a must fill field if the added item is an ELIN/SUB-ELIN.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TRNS-PRI-CD Transportation Priority (1A/N) - This code represents a number assigned to a schedule/shipment which establishes precedence of handling and the method of material movement within the Defense Transportation System.

Enter the applicable transportation priority codes of **1, 2, 3, or 4**. If no entry is in the contract, leave this field blank.

CODE

ELEMENT

1

Air

2

Air

DATA ELEMENT

SPECIAL INSTRUCTIONS

TRNS-PRI-CD

CODE

ELEMENT

3	Surfaces
4	MAC

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACRN

Accounting Classification Reference Number (2A/N) - Enter the appropriate ACRN which represents the Accounting Classification that is applicable to a given destination (SHIP-TO/ MARK-FOR), delivery date and quantity.

When Multiple Accounting Classifications apply to single destination (SHIP-TO/MARK-FOR), so that a quantity cannot be subdivided to relate to a single Accounting Classification, enter a **9** in the first position.

In those cases where the ACRN cannot be determined, shipping instructions are to be furnished later and a **“U”** for undefinitized appears in the SHP-TO field for this record; enter a **“U”** in the first position of the ACRN.

ACRNS can only be added if the correct ACRN already exists exists on the CLR. If the ACRN does not exist, send to DFAS for correction.

DO NOT, under any circumstance, enter a **“9”** in this field just to enter the Line Item.

ENTRIES/CHANGES ARE NOT AUTHORIZED TO THIS FIELD

KR-DLV-SCH-DT

Contractor Responsibility Delivery Schedule Date (6A/N) - The original scheduled delivery date adjusted by modification(s) issued to extend the delivery schedule date for Government or an excusable cause . If this date is earlier than DLV-SCH-DT (Delivery Schedule Date) it indicates there was a delay in the schedule due to the contractor .

If a change is made to the DLV-SCH-DT because of an input error or it is the fault of the Government or an excusable delay this date will automatically advance the number of days the DLV-SCH-DT advanced.

DATA ELEMENT

SPECIAL INSTRUCTIONS

KR-DLV-SCH-DT

If a modification was issued and it was the fault

of the Government DLV-SCH-DT will advance,
this field will not .

SYSTEM GENERATED AND PROTECTED

PREV-KR-SCH-DT Previous Contractor Responsibility Delivery
Schedule Date (6A/N) - The purpose of this field
is to retain the last contractor responsibility date
to correct an error .

SYSTEM GENERATED AND PROTECTED

CUR-SCH-QTY Current Schedule Quantity (11A/N) - This field is for
information only and displays to the user the schedule
quantity currently on the host data base.

SYSTEM GENERATED AND PROTECTED FIELD

CUR-ORD-QTY Current Order Quantity (11A/N) - This field is for
information only and displays to the user the Order
Quantity currently on the host data base.

SYSTEM GENERATED AND PROTECTED FIELD

SCREEN CT0001 - FUNCTION 3 / CT3000 - FUNCTION 7 / CT3500A

CT3522

DELETE SUPPLY SCHEDULE RECORD

CBUD :

PIIN :

SPIIN :

CAO-ORG-CD :

CLIN - ELIN :

SHP - TO :

MARK - FOR :

DLSCHDT - IND :

DLV - SCH - DT :

MNO - AND - SFX :

SCH -QTY - IND :

DLV - SCH - QTY :

CLISUB - XHIB :

TRNS - PRI - CD :

ACRN :

KR - DLVY - SCH - DT :

PRESS 'ENTER' TO DELETE SCHED RECORD OR 'PA2' TO CANCEL

All information provided on this screen is System generated .

To delete the Supply Schedule record the **Trusted Agent** will press enter after verifying that this is the correct record to be deleted .

To cancel the transaction, back out of the screen by depressing PA2 .

DELETE SUPPLY SCHEDULE DATA RECORD

PIIN, SPIIN, CAO-ORG-CD, and USER ID are duplicated from the previous

screen and may not be changed .

SCREEN CT3522

When the user selects the delete function on Screen CT3300, Maintain Line Item Master Menu, and enters the CLIN-ELIN to be deleted, the system will display the appropriate Supply Line Item record. The user may then verify that this is the record to be deleted. To delete the record the user will depress ENTER or the delete action can be canceled by depressing PA2.

If your fingers were too fast, and you deleted your CLIN before you could actually verify that this was the correct record to be deleted, don't panic.

DO NOT SUMMARY EDIT YOUR TRANSACTION. Delete this transaction from the Data Entry Data Base using the Supervisory function. This should restore your CLIN.

NOTE : Restoration of your CLIN is based on the fact that **YOU DID NOT SUMMARY EDIT YOUR TRANSACTION.**

LINES TO BE DELETED WITH SHIPMENTS POSTED MUST BE SENT TO DFAS FOR ACTION.

CT3540

CONTROL DATA CHANGE - SCHEDULE RECORDS

CBUD:

PIIN :

SPIIN :

CAO-ORG-CD :

RG

CLIN - ELIN :

MK-FOR :

DLV-SCH-DT :

SCH-QTY-IND :

CLISUB -XHIB :

ACRN :

DLVY-EXT-IND :

RESP-FOR-EXT :

SHP-TO :

DLSCHDT-IND :

MNO-AND-SFX :

DLV-SCH-QTY :

TRNSPRI-CD :

KR-DLV-SCH-DT :

PREV-KR-SCH-DT :

CURRENT CONTROL DATA

MKFOR : *

DLV-SCH-DT : *

DLV-SCH-QTY : *

SHP-TO : *

MNO-AND-SFX : *

CUR-ORD-QTY : *

* INFORMATION ONLY - PROTECTED FIELDS

DFAS

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SYST

TRUS

CONTROL DATA CHANGE --- SCHEDULE RECORDS

NEW MOCAS SCREENS

To access the screen CT3540 new functional procedures have been added. MOCAS enhancement to the Schedule Records, provided additional new screens. When the screen display questions you must enter the answers for sub-sequent screen display.

The purpose for this enhancement is to simplify changes to Supply Schedules, by no longer requiring user input of **SHIP-TO, MARK-FOR, MNO-AND-SFX**, or **DLV-SCH-DT**, and to allow tracking of contractor's performance to original contract schedule adjusted by excusable days.

The following are the new Schedule Change procedures:

SCREEN CT3500A

From Maintain Supply Schedule Records

Enter the CLIN-ELIN

CT3500A	MAINTAIN SUPPLY SCHEDULE RECORDS	
CBUD:	RGS - CD: BGD0000	
	ADD NEW SUPPLY SCHEDULE RECORD	1
	CHANGE SUPPLY SCHEDULE RECORD	2
	DELETE EXISTING SUPPLY SCHEDULE RECORD	3
	CONTROL DATA CHANGE - - SCHEDULE RECORDS	4
PIIN: DLA500 95 HE095 SPIIN: CAO-ORG-CD: WG CLIN-ELIN: 0001A		
PLEASE ENTER CLIN - ELIN		

You need to enter a CLIN; if the CLIN entered is a Service item, the system will display this message " THIS CLIN-ELIN IS A SERVICE LINE ITEM ". After entering the CLIN, press **ENTER** for the sub-sequent screen display

(One more time) Screen --CT3500A

CONTROL DATA CHANGE ---- SCHEDULE RECORDS

NEW MOCAS SCREENS

SCREEN CT3500A

From this screen you need to make a selection

CT3500A	MAINTAIN SUPPLY SCHEDULE RECORDS	
CBUD:	RGS - CD: BGD0000	
ADD NEW SUPPLY SCHEDULE RECORD		1
CHANGE SUPPLY SCHEDULE RECORD		2
DELETE EXISTING SUPPLY SCHEDULE RECORD		3
CONTROL DATA CHANGE - - SCHEDULE RECORDS		4
PIIN: DLA500 95 HE095 SPIIN: CAO-ORG-CD: WG CLIN-ELIN: 0001A		
QTY-ON-ORD: 10 TOT-QTY-SCHED: 10		
ALL SCHEDULE RECORDS SHOWN		
ENTER 1 TO ADD SCHEDULE; OR ENTER 2, 3, OR 4 IN FUNCTION		

By selecting function **1** your sub-sequent screen will display CT3510 (ADDNEW SUPPLY SCHEDULE). Selecting function **2** your sub-sequent screen will display CT3521 (SUPPLY SCHEDULE REC ORD). Selecting function **3** your sub-sequent screen will display CT3522 (DELETE EXISTING SUPPLY SCHEDULE RECORD). Selecting function **4** your sub-sequent screen will be **Screen CT3529**.

SCREEN CT3529

From this screen you must answer question/s displayed

CT3529	REASON FOR CHANGE OF SCHEDULE RECORDS		
CONTRACT-IN -PROGRESS PIIN: DLA500 95 HE095 SPIIN: ORG: WG			
CLIN: 0001A SHP-TO: N00244 MK-FOR: DLV-SCH-DT: 97 12 07			
MNO-AND-SFX:			
* DOES THIS CORRECTION INCLUDE A CHANGE TO A SCHEDULE DATE ? (Y / N)			
N			

By selecting **N** your next screen will display **CT3540**; by selecting **Y** your next screen will be **Screen CT3529A**.

CONTROL DATA CHANGE ---- SCHEDULE RECORDS

NEW MOCAS SCREENS

SCREEN CT3529A

From this screen you must answer all questions displayed

CT3529A

REASON FOR CHANGE OF SCHEDULE RECORDS

CONTRACT-IN -PROGRESS PIIN: DLA500 95 HE095 SPIIN: ORG: WG

CLIN: 0001A SHP-TO: N00244 MK-FOR: DLV-SCH-DT: 97 12 07
MNO-AND-SFX:

- * DOES THIS CORRECTION INCLUDE A CHANGE TO A SCHEDULE DATE ? (Y / N) **Y**
- * DOES THIS ACTION REQUIRE RESPONSIBILITY DETERMINATION (Y / N) **Y**
- * INDICATE RESPONSIBILITY FOR SCHEDULE DATE CHANGE
(G - GOVERNMENT; K - CONTRACTOR; U - EXCUSABLE) :

If you enter **N** (for No) to the first question, press **ENTER** for screen **CT3540** display, and start to process. If you enter **Y** (for Yes) you must answer the second question of the screen.

If your answer is **N** (for No) to the second question, press **ENTER** for screen **CT3540** display, and start process. If you enter **Y** (for Yes) you must answer the third question by entering either a **G**, **K**, or **U**, and press **ENTER** for screen **CT3540** display, and start process.

NOTE: If the Responsibility for Schedule Date Change is indicated with a “**G**” or “**U**”, MOCAS will automatically adjust the KR-DLV-SCH-DT by the number of days from the previous DLV-SCH-DT to the new one.

If the Responsibility for Schedule Date Change is indicated with a “**K**”, the KR-DLV-SCH-DT will not change.

TRUSTED AGENT NOTE : You must screen validate and Summary Edit corrections. To screen validate hit the enter key.

CONTROL DATA CHANGE - SCHEDULE RECORDS

SCREEN CT3540

PIIN, SPIIN, CAO-ORG-CD, ELIN, and USER ID are duplicated from the previous screen and may not be changed.

CLIN-ELIN Contract Line Item Number-Exhibit Line Item Number (6A/N) - Enter the appropriate alphanumeric CLIN or ELIN to correspond to the Supply Line Item Data Record (Screen CT3410).

THIS IS A PROTECTED FIELD . - SYSTEM GENERATED

SHP-TO Ship To (6A/N) - Enter the valid DoDAAC Military Assistance Program Address Directory (MAPAD) or FSCM (CAGE) Code of the destination to receive the item as specified in the contract. If a FSCM/CAGE code is entered, prefix with a blank. If no destination is specified and shipping instructions are to be furnished at a later date, enter a **“ U ”** for undefinitized in the first position, leaving the remainder of the field blank. Multiple Ship-To points require multiple schedule records. DFARS 247.305-10.

No validation, to this field, will be performed when the first position is a **B, D, K, P, or I.** (MAPAD codes).

NOTE : In accordance with the Concept of Operations, a **“ U ”** will be entered into the Ship-To field of the Schedule Record when the Ship-To address is blank, questionable, involves FMS, or not easily identified.

Upon initial review, CAOs will correct erroneous Ship-To addresses or enter a **“ U ”** . Ship-To addresses that are valid but cannot be entered into MOCAS should be reported to the **local FASST.**

Entering a DD 250 with a valid Ship-To, will override the **“ U ”** in the system and SPNs will be transmitted.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

MK-FOR Mark For (6A/N) - Enter the valid DoDAAC of the ultimate recipient of the item. In addition, a Mark For with a **“ Y ”** in the first position can also be entered.

DATA ELEMENT

SPECIAL INSTRUCTIONS

MK-FOR The **“ Y ”** indicates the remainder of the coding in the field is meaningful only to the recipient and is not a formally established identity code . Leave blank when

no Mark For is available. Multiple Mark For's require multiple Schedule Records.

When the Ship-To (SHP-TO) is an "U", the Mark For must be blank.

No validation will be performed when the first position is a **B**, **D**, **K**, **P**, or **I**.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DLSCHDT-IND

Estimated Delivery Schedule Date Indicator (1A/N) - When the Schedule is estimated, an "E" must be entered. Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DLVY-SCH-DT

Delivery Schedule Date (6A/N) - Firm Dates : Enter the contractual dates for delivery of the end item to destination. Date will be entered as year, month, and day (YYMMDD). DFARS 217.7404-3.

- (1) Monthly schedule deliveries, i.e., Item 0001 with a quantity of ten will be delivered at the rate of two per month for five months starting 15 July 1992. Five scheduled entries will be made for scheduled dates of 92 07 15, 92 08 15, etc. Multiple schedule dates will require separate Supply Schedule Records. If shipments are to be made monthly, and there is no specified date, shipments are to begin at end of month.
- (2) Delivery Schedules for contracts which specify definite calendar dates will be entered to reflect the dates in the contract. Contracts with delivery schedules which must be computed from the following dates :
 - (a) Date of Execution - The latest date of signature of either executing party or the indicated effective date of the contract, whichever is later.
 - (b) Date of Receipt - For AIR FORCE (AF) contracts, the mailing date which appears on the cover sheet of the contract plus 10 days. For all other contracts the date of execution plus 10 days.

DATA ELEMENT

SPECIAL INSTRUCTIONS

DLVY-SCH-DT

- (3) Contingent Delivery Schedules - Where the contractual document states that a schedule will become effective at a specific time after

an earlier action, it will be assumed the earlier action will occur on the date scheduled. Contracts, in which the delivery schedule of production quantities contain delivery schedule contingencies, shall be updated whenever the contingencies are fulfilled.

- (4) Delivery schedules of production quantities shall be updated whenever the Government does not provide acceptance on the First Article by the prescribed date.
- (5) Concurrent Delivery Schedule - Use the contract delivery schedule of the major end item which establishes the schedule for items to be delivered at the same time. Failure to deliver the major end item on schedule will not affect the delivery schedules of concurrent items, when the contract delivery schedules of the major end items are revised by a contract change document.
- (6) Token Delivery - Token deliveries result when the contract shows starting and ending delivery dates without specifying quantities except for the total on order quantity. The last delivery date will be used for the schedule.
- (7) Quarterly Schedules - These schedules will show the date within the last month of the quarter in which delivery is required and there will be no schedules set up for the intervening two months. Bulk delivery schedules will have a single delivery date. Separate entries must be made for each quantity and date.
- (8) Multiple MILSTRIP numbers for a specific item will require separate entries even when the dates to be shipped are identical.
- (9) Estimated Dates :
 - (a) On "as required " DD Form 1423 data items not shipped concurrent with the hardware, the scheduled dates will be estimated and equal to the contract FDD.

DATA ELEMENT

DLVY-SCH-DT

SPECIAL INSTRUCTIONS

- (9) Estimated Dates :
 - (a) If the FDDs on these contracts are subsequently changed, the schedule on the " as required " data items also should be changed. 1423 DD (dummy)

items having estimated schedules should also be revised to reflect the latest delivery date when the contract FDD is changed. However, 1423 DD items are always estimated schedules.

- (b) If no FDD is specified on the contract, an estimated date of one year is used, DD Form 1716 will be sent requesting clarification.
 - (c) When a schedule is not present, such as Maintenance & Overhaul (M & O) type contract, enter the contract FDD with an estimated indicator . Date will remain estimated until a firm date is established by a modification.
 - (d) When the schedule is estimated an “E” must be entered in the Delivery Schedule Indicator (DLSCHDT-IND).
 - (e) For Clothing and Textile (C & T) contracts, enter incremental delivery schedules as estimated dates, with only the final due dates as firm for each subline item quantity.
- (10) Undefined Dates : When the date is undefined, a “U” will be entered. Although “U” is an authorized input, it will not be used because of QAMIS problems. Use a calculated date of 6 months from the date of order with an estimated indicator of “E”.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

MNO-AND-SFX

MILSTRIP Data (15A/N) - Normally, all hardware items indicated on Army contracts that are shipped to consignees outside the prime contractor's plant require MILSTRIP Document Numbers. The following are examples of items not assigned with MILSTRIP Document Number on Army Contracts:

- (1) DD Form 1423 Exhibit Line Items .
- (2) Service Line Item .

DATA ELEMENT

SPECIAL INSTRUCTIONS

MNO-AND-SFX

- (3) Repair parts purchased by the contractor and shipped in-place (no movement or to contract bond room) for servicing reparable.
- (4) Prototype model.

The MILSTRIP Document Number is also known as the Requisition Number (RQN NR), on Air Force and Navy contracts.

Enter the first 14 positions of the MILSTRIP number when shown. If not shown, leave the data field blank. The MILSTRIP Document Number is illustrated below :

<u>POSITION</u>	<u>ELEMENT</u>
1	SERVICE 2 - 6 REQUISITIONER
7	JULIAN YEAR 8 - 10 JULIAN DAY
11 - 14	SERIAL NUMBER

M/F (TCN) followed by a number is not a MILSTRIP number and is not to be entered.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

SCH-QTY-IND Estimated Schedule Quantity (1A/N) - When the quantity scheduled for delivery is estimated, enter an “**E**”. Otherwise, leave this field blank.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

DLV-SCH-QTY Delivery Schedule Quantity (11A/N) -

(1) Enter the quantity scheduled for each delivery schedule.

(2) When the quantify is undefinitized, enter a “**U**”. The system will automatically space fill the remainder of the field.

(3) On CDRL items, enter quantity shown in Block 15 of the 1423.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CLISUB-XHIB	CLIN/SUB-CLIN for Exhibit (6A/N) - If an ELIN is involved, enter the contract Line Item Number/Subline which establishes the Exhibit Line Item Number shown in the CLIN/ELIN field on the Supply Line Item Record. <u>NOTE :</u> If position 1 of the CLIN/ELIN field is numeric (0 - 9), blanks should be entered in this field.

This is a must fill field if the added item is an ELIN/Sub-ELIN.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

TRNS-PRI-CD

Transportation Priority (1A/N) - This code represents a number assigned to a schedule/shipment which establishes precedence of handling and the method of material movement within the Defense Transportation System. Enter the applicable Transportation Priority Code **1, 2, 3, or 4**. If no entry is in the contract, leave this field blank.

<u>CODE</u>	<u>ELEMENT</u>
1	Air
2	Air
3	Surfaces
4	MAC

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

ACRN

Accounting Classification Reference Number (2A/N) - Enter the appropriate ACRN which represents the Accounting Classification that is applicable to a given destination (SHIP-TO/MARK-FOR), delivery date and quantity.

When multiple Accounting Classifications apply to a single destination (SHIP-TO/MARK-FOR), so that a quantity cannot be subdivided to relate to a single Accounting Classification, enter a **9** in the first position.

In those cases where the ACRN cannot be determined, shipping instructions are to be furnished later and a **“U”** for undefinitized appears in the SHP-TO field for this record; enter a **“U”** in the first position of the ACRN.

ACRNS can only be added if the correct ACRN already exists on the CLR. If the ACRN does not exist, send to DFAS for correction.

DATA ELEMENT

SPECIAL INSTRUCTIONS

ACRN

DO NOT, under any circumstance, enter a **“9”** in this field just to enter the Line Item.

ENTRIES/CHANGES ARE PERMITTED TO THIS FIELD

CURRENT CONTROL DATA

**ALL INFORMATION IN THE CURRENT CONTROL DATA FIELDS ARE PROTECTED FIELDS
THE INFORMATION IS SYSTEM GENERATED AND FOR INFORMATION PURPOSES ONLY**

KR-DLV-SCH-DT Contractor Responsibility Delivery Schedule Date (6A/N) - The original scheduled delivery date adjusted by modification(s) issued to extend the delivery schedule date for Government or excusable cause. If this date is earlier than the DLV-SCH-DT (Delivery Schedule Date) it indicates there was a delay in the schedule due to the contractor.

If a change is made to the DLV-SCH-DT because of an input error or it is the fault of the Government or an excusable delay this date will automatically advance the number of days the DLV-SCH-DT advanced. If a modification was issued and it was the fault of the Government DLV-SCH-DT will advance, this field will not.

SYSTEM GENERATED AND PROTECTED

DLVY-EXT-IND Delivery Schedule Indicator (1A) - This field indicates that the delivery schedule is estimated.

SYSTEM GENERATED AND PROTECTED

PREV-KR-SCH-DT Previous Contractor Responsibility Delivery Schedule Date (6A/N) - The purpose of this field is to retain the last contractor responsibility date to correct an error.

SYSTEM GENERATED AND PROTECTED

DATA ELEMENT

SPECIAL INSTRUCTIONS

RESP-FOR-EXT Responsibility For Extension (1A) - This field indicates the party responsible for the delay of the DLV-SCH-DT (Delivery Schedule Date). If this field is blank it indicates that there was no

delay in the DLV-SCH-DT. A **(G)** indicates the delay was the responsibility of the Government, **(K)** indicates the Contractor and **(U)** indicates an excusable delay.

SYSTEM GENERATED AND PROTECTED

SCREEN CT0001 - FUNCTION - 10

UNKM20
CBUD :

CAGE MASS CHANGES

CAGE :

CAO-OR-CD :

TYP-ADDRESS-CD : CONTRACTOR-PAYEE-NAME :

ADDRESS-LINE-2 :

ADDRESS-LINE-3 :

ADDRESS-LINE-4 :

CITY :

STATE-COUNTRY :

ZIP :

ACO-CD :
CONTRACT-MMT-ASST-CD :
TYP-BUSINESS-CD :

INDUSTRIAL-SPEC-CD :
PROPERTY-ADM-CD :

* AUDIT-APRVL-NOT-REQRD :
* TIN :

* CORP-STAT- CD :

DFAS C
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TRUSTI

CAGE MASS CHANGES

SCREEN UNK20

Before making a Mass Change, users should check two inquiry screens. First you should check the current CAGE assignments to assure that the defaults require changing. In many cases, you may be requested to make a Mass Change when, in fact, only selected contracts for a contractor require correction.

Secondly, check a CONTRACTS BY CONTRACTOR inquiry. A CAGE Mass Change only effects those contracts currently assigned to the code shown in the ADRS (Master Contractor Files) as shown on the CAGE AND DoDAAC INQUIRY or CAGE DATA INQUIRY. Take note of those contract numbers not currently assigned to default code(s). For example, the ADRS may indicate an ACO Code of WB1, while others are assigned to WB2, WB3, etc. Performing a Mass Change from WB1 to something else will only change those contracts currently indicating an ACO code of WB1. Others will require individual changes. If, however, you are requested to change all contracts currently assigned to WB2 to something else, the only way of performing the change is through the individual contract corrections.

1. Check current CAGE assignments

YCU2 - System Inquiries
- CAGE DATA INQUIRY
YCA1 - CAGE AND DoDAAC INQUIRY

If current assignments are correct as shown, any incorrect contracts must be changed individually, through Contract Corrections.

2. Go to YCA1 or YCU2, CAGE MASS CHANGES, enter the CAGE.

The Mass Change Screen gives limited access . Changes are limited to ACO, IS, CMA, Property Administrator, and Type of Business. Changing the Type of Business code will only change new contracts and not current ones. However, Trusted Agents now have the capability of changing the Size of Business on individual contracts.

- TAB to the field requiring a change and enter the correct code.
- Press Enter twice, once to validate and then again to release.

When the enter key is depressed, MOCAS validates all codes that are valid. It is possible that an improper IS code may prevent an ACO change from being completed. Users should check locally to verify that the problem code is valid, correcting that code also if necessary. If the code is valid, but not on the proper Table within MOCAS, contact your local FASST for updating of the Table.

CAGE MASS CHANGES

If multiple Size Business codes apply to a specific CAGE Code, enter the

one code for the majority of business.

THIS IS AN OVERNIGHT BATCH PROCESS

The following are New Fields and the description is as follows :

DATA ELEMENT

DESCRIPTION

AUDIT-APRVL-NOT-REQRD

Audit Approval Not Required (1A) - An "N" in this field indicates that a DCAA Auditor's Signature is not required for BVNs, other than the First and Last, to be paid

This is a one - position field for which the only valid entries are a Blank or an "N"

SYSTEM PROTECTED FIELD - SYSTEM GENERATED

TIN

Taxpayer Identification Number (9N) - It is a number which is a Social Security Number (SSN) issued by the Social Security Administration or an Employer Identification Number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.

This is a nine position (must fill) numeric field.

SYSTEM PROTECTED FIELD - SYSTEM GENERATED

CORP-STAT-CD

Corporate Status Code (1A) - A designation as to whether the Offeror is a Corporate Entity, an Unincorporated Entity, a Corporation providing medical or a non-profit hospital.

This is a one-position alpha field. This field must be filled.

ENTER :

- "C" For Corporation
- "S" For Sole Proprietorship/Individual
- "P" For Partnership
- "E" For Non-Profit Hospital

SYSTEM PROTECTED FIELD - SYSTEM GENERATED

UNAA74	ANNOTATED NLA NOTICE/REQUEST	BATCH-ID:
CBUD:		
FIC:	PIIN:	SPIIN:
VCHR-NO: A	TYP-PAYMT-CD: 1	DISBRS-SVC-CD: B
FINL-PAYMT-DT-YR	MO:	DAY:
STAT-CD: C	ORG-CD:	
<p>A Obtain Final Voucher Number from CCN Screen. If unable to determine use 000000</p> <p>B Disbursing Service Code: 1-Army, 2-Air Force, 3-DLA, 4-Navy</p> <p>C Status Code: G-Gemerates an NLA, F- Final Pay Closeout, H-Transfer out - DFAS ONLY</p> <p>1 Type - Payment - CD: Always 1 (“ 1 “ equals Final Payment)</p>		
<p>NOTE: NLA “H” is NOT Authorized for use by DCMC. NLA “H” is used for transferring contracts from one CAO to another or one MOC to another. Before DFAS uses an NLA “H” They ensure the contract has been completely entered into the gaining database from the losing one. Incorrect use of an NLA “H” will result in the PERMANENT loss of the contract, Obligation/disbursement History, line items and shipment records</p>		

GENERATING FINAL PAY NLAS/FINAL CLOSE OUT PK9

SCREEN UNAA74

To assist in the close-out of contracts which are **physically complete and final paid**, a Trusted Agent may generate a Final Pay NLA using these procedures and under the following conditions :

a. If a Final Pay NLA was originally issued and it is no longer valid, i.e., contract was moved back to CAR Section 1 and then back to Section 2; Final Pay was old and contract conditions changed and Final NLA rejects. In these types of circumstances, verify that the contract is in CAR Section 2 and the **"F"** payment information is displayed on the CCN (Screen CT5805) before reissuing a Status Code NLA. This will generate a Final Pay NLA to the ACO.

b. If final payment was made and no NLA was received. (For example, the invoice was not correctly coded as final when it was processed and paid). Trusted Agents may issue a Final Pay NLA using Status Code **"G"** on this screen. This will generate a Final Pay NLA to the ACO for their close-out action. If the Trusted Agent notices a trend that DFAS is failing to correctly code invoices as a Final Payment, notify the appropriate DFAS supervisor.

c. For those types of contracts where a Final Pay NLA is not required to be generated but require a PK9 to be transmitted to the PCO (i.e., BOAs, IDTs, Facility Contracts, Rental Agreements, Other Disbursing Office (ODO), the Trusted Agent will process a **"G"** and **"F"** transaction in the same batch. This action will be based on receipt of a 1797 from the ACO annotated with the appropriate close-out information. This action will move the contract to Section 5. No hard copy NLA (UYCJ03) will be produced.

d. ODOs will require manual close-out by the ACO through NLA processing (NLA G and F). The close-out process should follow the existing process for Prime Contracts with the exception Final Payment Verification.

NOTE : Close-out of a total ODO is based on physical completion. Close-out of a partial ODO should be based upon final payment notice (NLA) of the MOCAS portion, if the ODO portion is also physically complete.

e. If the CCN Data Record contains a final payment date and the final voucher number, valid or not, processing an **"F"** NLA transaction will close the contract and cause any remaining unliquidated dollars to be deobligated and returned to the funding station. Trusted Agents can cancel Final Pay NLAs by inserting seven (7) pound signs (#) in the Final Payment Date fields and filling in the appropriate final voucher number (this can be obtained from the CCN data, Screen CT5805), type of payment code 1 (indicates final payment), Disbursement Service code, (1-Army, 2-Air Force, 3-DLA, 4-Navy) status code of **"G"** and ORG code. This action will result in a status code **"T"** in the CCN-INTM-CD field on the CCN Data Record.

GENERATING FINAL PAY NLA/FINAL CLOSE OUT PK9

SCREEN UNAA74

The R7 Remark “ Final Pay NLA Processed “ will not drop and needs to be manually removed through contract corrections (YCU2).

NOTE : Final Pay NLAs will not process when there are any financial records on the contract in a CREDIT balance, i.e., Credit ULO or Outstanding Progress Payments.

Outstanding Progress Payments are indicated by an “ **X** “ in the “Pp” column on the FNLA (UYCJ03). Don’t process, you are wasting your time; the condition need to be corrected by DFAS .

NLAs are not processed on Support Contracts.

To generate an NLA Trusted Agents must use the YCPM application of MOCAS.

NOTE: The recommended format for Batch ID is to use your initials and the current date.

With this format you will be able to create your own specific Batch, easy to identify, and it would make it easier to track any problems should they occur.

The following screens depict the batch procedures.

FROM: YCPM APPLICATION

SELECT FUNCTION 6/LOCALLY ASSIGNED BATCH ID #

UNAA10

MOCAS DATA ENTRY MENU

ONLINE INPUT STATISTICS	A
BATCH STATUS INQUIRY.....	B
MODE XC.....	X
ABSTRACT CANCELLATION.....	1
CONTROL DATA CHANGE :	
ACRN.....	2
CLIN / ELIN.....	3
PIIN / SPIIN / ORG.....	4
PSCN DATA ENTRY MENU.....	5
NLA NOTICE / REQUEST.....	6
FINANCIAL DATA ENTRY MENU.....	7
MIR DATA ENTRY.....	8
INDUSTRIAL LABOR RELATIONS :	
MTHLY CONTRACTOR EXP LIST.....	9
ADDRESS CORRECTION.....	10
TCMD'S.....	11
EXPORT TRAFFIC RELEASE.....	12

FUNCTION : 6

BATCH ID :

SELECT FUNCTION X6 AND BATCH ID NUMBER TO CLOSE THE BATCH

UNAA10

MOCAS DATA ENTRY MENU

ONLINE INPUT STATISTICS..... A
BATCH STATUS INQUIRY..... B
MODE XC..... X
ABSTRACT CANCELLATION..... 1
CONTROL DATA CHANGE:
 ACRN.....2
 CLIN/ELIN.....3
 PIIN/SPIIN/ORG.....4
PSCN DATA ENTRY MENU..... 5
NLA NOTICE/REQUEST.....6
FINANCIAL DATA ENTRY MENU.....7
MIR DATA ENTRY.....8
INDUSTRIAL LABOR RELATIONS:
 MIHLY CONTRACTOR EXP LIST.....9
 ADDRESS CORRECTION.....10
TCMD'S.....11
EXPORT TRAFFIC RELEASE.....12

FUNCTION : X6

BATCH ID :

“ YOU SHOULD RECEIVE A MESSAGE “ BATCH COMPLETED “

CT0001 / FUNCTION - 11

CT6500

MODIFICATION HEADER RECORD

CBUD:

PINN:

SPIIN:

CAO-ORG-CD:

RGS-CD:

EFF-DT:

MOD-AUTH:

ISSD-BY:

KIND-MOD:

SIGN-DT-MOD:

MODIFICATION HEADER RECORD

SCREEN CT6500

PIIN, SPIIN, CAO-ORG-CD and USER ID are duplicated from previous screen and may not be changed .

DATA ELEMENT	SPECIAL INSTRUCTIONS
---------------------	-----------------------------

EFF-DT	Effective Date of Modification (6A/N) - Enter the six position calendar date (YYMMDD) shown as the Effective Date of the Modification. This field may be blank.
--------	---

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

MOD-AUTH	Modification Authority (15A/N) - Enter up to 15 positions of explanation for the Authority to issue the Modification. This field may be left blank.
----------	---

NORMAL CORRECTIONS - NOT A TRUSTED AGENT FUNCTION

ISSD-BY	Issued By (6A/N) - This field contains the Do DAAC of the purchasing office issuing the contractual document.
---------	---

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

KIND-MOD	Kind of Modification (1A/N) - A one position code that indicates the Kind of Modification.
----------	--

Validation on this field must be ALPHA (A-Z)

For a listing of codes see APPENDIX B-12

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

SIGN-DT-MOD	Signature Date of Modification (6A/N) - The Signature Date of the Modification as shown on the contractual document. Enter as a six position calendar date (YYMMDD).
-------------	--

NORMAL CORRECTION - NOT A TRUSTED AGENT FUNCTION

APPENDIX - A-1

CRITERIA FOR CAR PART - A - ASSIGNMENT

1. CAR Part assignments : On initial input into the system, a contract is automatically assigned to Part -A or -B depending upon the (a) dollar value (b) R9 Coded Remarks, (c) Special Contract Provisions related to payment (d) Special Contract Provisions related to proper contract administration .
 - a. Dollar Value : All contracts (or Orders) valued at \$100,000.00 or more will automatically be assigned to Part -A . Contracts valued at less than \$100,000.00 that are Firm Fixed Price (code 1 J) will be assigned to Part -A only if one or more of the following additional conditions are met.
 - (1) The Contract has been assigned Production Surveillance Category 1.
 - (2) The Contract has been assigned for Property Administration (i.e., PA code present).
 - (3) The Contractor has been assigned a Small Disadvantaged Business Code A (formerly Code N).
 - (4) The Contract is Classified.
 - (5) The Contract has been received for Support Administration, and the ACO function is required (i.e., Functional Limitation Code 6).
 - b. R9 Codes, Standard ACO Coded Remarks, and clarifying explanations :
 - (1) R9 Code 01 : NON - DoD REIMBURSEMENT CONTRACTS
 - (2) R9 Code 02 : PATENT RIGHTS REPORT
 - (3) R9 Code 03 : SPECIAL TOOLING REPORT DUE
 - (4) R9 Code 04 : SPARES PROVISIONS
 - (5) R9 Code 06 : UNPRICED ORDER
 - (6) R9 Code 08 : DEMILITARIZATION CLAUSE REQ. FOR FINAL PAYMENT
 - (7) R9 Code 09 : TERMINATED FOR D OR C
 - (8) R9 Code 17 : PRODUCTION PROGRESS REPORT DD 375 DUE FROM CONTRACTOR
 - (9) R9 Code 22 : TRANSPORTATION OF SUPPLIES BY SEA
 - (10) R9 Code 23 : NOTICE OF AWARDS - HARD COPY REQUIRED
 - (11) R9 Code 27 : SMALL BUSINESS ADMINISTRATION (8 (A) PROGRAM) CONTRACT
 - (12) R9 Code 42 : NEGATIVE PREAWARD SURVEY
 - (13) R9 Code 52 : DD FORM 250 NOT REQUIRED EXCEPT FAST PAY
 - (14) R9 Code 54 : PRIME ADMINISTRATION (LESS PAYMENT) OTHER DISBURSING OFFICES
 - (15) R9 Code 56 : MANUAL CLOSEOUT BY ACO
 - (16) R9 Code 60 : RGTS DATA / SFTWR 52.227-7013

APPENDIX - A-1

CRITERIA FOR CAR PART - A ASSIGNMENT

b. R9 Codes, Standard ACO Coded Remarks, and clarifying explanations

(17) R9 Code 61 : RESTRV MK DATA 52.227-7018

(18) R9 Code 62 : RESTRV SFTWR 52.227-7019

(19) R9 Code 63 : RESTRICTIVE MARKING REVIEWED BY ENGINEERING

c. Special Contract Provisions :

(1) SCP Code A : The contract contains a Liquidated Damages Clause.

(2) SCP Code C : The contract contains Progress Payment Provisions/BOA
Orders under \$100,000.00 will be in Part B until the first
Progress Payment is paid.

(3) SCP Code F : A First Article/Pre-production Sample is required.

d. Kind & Type of Contract other than 1J.

APPENDIX - A-2

CONTRACT ADMINISTRATION REPORT (CAR) SECTION NUMBER CODES

<u>SECTION NUMBER</u>	<u>EXPLANATION</u>
1	<p>Active Contracts</p> <ul style="list-style-type: none"> a. CAR Part A, Contracts on which acceptance of Supplies, Performance of Services, or Work Statement Requirements is not completed; b. CAR Part B, Contracts on which Acceptance is not complete; c. CAR Part C, Contracts on which Performance of Delegated Assignment is not completed.
2	<p>Physically Completed Contracts</p> <ul style="list-style-type: none"> a. CAR Part A, Contracts on which Supplies and Services are completed and accepted, but Contract Administration Action still required for closure; b. In CAR Part B, Contracts on which Acceptance is completed, but Final Invoice has not been paid; c. In CAR Part C, <u>there is no Section 2.</u>
3	<p>Dormant Contracts - CAR Part A only</p> <ul style="list-style-type: none"> a. Contracts on which one of the following is pending: Complete Termination; Partial Termination (if nonterminated portion of contract is physically complete); Public Law Claim; Disputes before Board of Contract Appeals; Determination involving Labor Law; Investigation by OSI or FBI; Litigation including Tax matters; Final Disposition of contracts terminated for Default and Contingent Value Engineering payments. b. The above definition covers each contract which is specifically listed in the litigation, Armed Services Board of Contract Appeals (ASBCA), but not those which may be affected by the action. However, contracts which may be affected by Litigation, ASBCA, held by the same contractor, or in some cases, a different contractor (prime-sub relationship, precedence involved) may be transferred to Section 3 after file documentation and approval by the head of the applicable contract administration level.

APPENDIX - A-2

CONTRACT ADMINISTRATION REPORT (CAR) SECTION NUMBER CODES
(CONTINUED)

<u>SECTION NUMBER</u>	<u>EXPLANATION</u>
4	<p>Payment Adjustment</p> <p>a. In CAR Part A, Contracts on which the only remaining actions for closure are the responsibility of the Finance Office. NOTE: All contracts in this section will have an NLA or Final Voucher processed by the ACO, except canceled Purchase Orders and Contracts being transferred to another CAO for administration, and those should never be in section 4.</p> <p>b. In CAR Part B, Contracts on which remaining actions are payment adjustments;</p> <p>c. No Section 4 in CAR Part C.</p>
5	<p>Closed Contracts</p> <p>a. In CAR Part A and B, Contracts closed during the reporting period;</p> <p>b. In CAR Part C, single/multi assignments completed during the reporting period.</p>
8	<p>At end of month processing, for all contracts that were assigned to CAR Section 5 during the previous month.</p>
9	<p>At end of month processing, for all contracts that were in Section 8 during the previous month. On a monthly basis the system reviews all contracts in Section 9, to determine whether the closed date is equal to or greater than six months old. If the closed date is greater, the contract and inventory level data will be deleted from the data base.</p>

APPENDIX - B-1

COMMODITY CODES

<u>CODE</u>	<u>EXPLANATION</u>
A1	Aircraft
1A	Airframes and Related Assemblies and Spares
1B	Aircraft Engines and Related Spares and Parts
1C	Other Aircraft Equipment/Supplies not included in 1A, & 1B
A2	Missile and Space Systems
A3	Ships
A4	Tank-Automotive Program
4A	Combat Vehicles
A5	Weapons
A6	Ammunition
A7	Electronics and Communications Equipment
A8	Fuels and Lubricants Program
8A	Petroleum
8B	Other Fuels and Lubricants
8C	Separately Procured Containers and Handling Equipment
A9	Textiles, Clothing and Equipment
B1	Building Supplies
B2	Subsistence
B3	Transportation Equipment (Railway)
B8	Production Equipment
B9	Production Equipment (Government Owned)
C2	Construction
C3	Maintenance, Repair, Overhaul (MRO) Supplies for DoD
C8	Controlled Materials for DISC
C9	Miscellaneous
9A	Construction Equipment
9B	Medical and Dental Supplies and Equipment
9C	Photographic Equipment and Supplies
9D	Material Handling Equipment
9E	All others not identified to any Procurement Program, Blank or other than above
S1	Services

APPENDIX - B-2

SPECIAL CONTRACT PROVISIONS CODES

<u>CODE</u>	<u>EXPLANATION</u>
A	Liquidation Damages
B	Advanced Payment authorized
C	Progress Payments authorized
D	Remittance Address (Different from Bidder/Offeror Address)
E	Administration of Government Property Anticipated
F	First Article/Preproduction Sample Report Approval Required
G	Flight Operations Involved (Aircraft Acceptance)
H	Dangerous/Hazardous Materiel Involved (Safety Clauses)
J	Anticipatory Government Furnished Facilities Cost
K	Bond Bailment (DPSC Clothing Contracts Only)
L	Delivery Schedule on Maintenance Contract Require Future Definitization
M	Firm Delivery Schedule on Maintenance Contract Unnecessary
N	Payment to be made in Canadian Funds
P	Delivery Schedule Required Based upon Delivery Assignment and Approval of First Article
Q	Subline Item - Not Separately Priced (NSP)
R	Incentive Subcontract Program Small Business (SB) and Small Disadvantaged Business (SDB) Concerns (52.219.10)
T	Electronic Funds Transfer (FAR 52.232-28)

APPENDIX - B-3

FOREIGN COUNTRY CODES

<u>COUNTRY</u>	<u>CODE</u>
Afghanistan	AF

Albania	AL
Algeria	AG
* American Samoa	AQ
Andorra	AN
Angola	AO
Anguilla	AV
* Antartica	AY
Antigua & Barbuda (UK)	AC
Argentina	AR
Armenia	AM
Australia	AT
Austria	AU
Azerbaijan	AJ
Bahamas	BF
Bahrain	BA
Bangladesh	BG
Barbados	BB
Belgium	BE
Belarus	BO
Belize	BH
Benin	DA
Bermuda (UK)	BD
Bhutan	BT
Bolivia INC	DI
Bosnia - Herzegovina	BK
Botswana	BC
* Bouvetoya	BV
Brazil	BR
British Indian Ocean (UK)	IO
British Virgin Islands (UK)	VI
Brunei	BX
Bulgaria	BU
Burkina Faso	UV
Burundi	BY
Cambodia	CB
Cameroon	CM
Canada	CN
* Canal Zone	PQ
* Canton & Enderbury Islands	EQ
Cape Verde, Republic of	CV

* Country Codes which cannot be validated using MISIL or SAMM

APPENDIX - B-3

FOREIGN COUNTRY CODES

COUNTRY

CODE

Cayman Island	CJ	
Central African Republic	CT	
Chad		CD
Cayman Island	CJ	
Central African Republic	CT	
Chad		CD
Chile	CI	
China	CH	
* Christmas Islands	KT	
* Cocos (Keeling) Islands	CK	
Columbia INC	D5	
Comoros	CR	
Congo	CF	
Cook Islands	CW	
Costa Rica	CS	
Croatia	HR	
Cuba		CU
Cyprus	CY	
Czech Republic	EZ	
Denmark	DE	
Djibouti	DJ	
Dominica	DO	
Dominican Republic		DR
Ecuador INC	D6	
Egypt	EG	
El Salvador	ES	
Equatorial Guinea	EK	
Eritrea	ER	
Ethiopia	ET	
Estonia	EN	
Faeroe Islands	FO	
Falkland Islands (Uk)	FA	
Fiji	FJ	
Finland	FI	
France	FR	
French Guinea	FG	
French Polynesia	FP	
* French Southern and Antarctic Lands	FS	
* French Territory of Afars and Issas	FT	
Gabon	GB	
Gambia	GA	

* Country Codes which cannot be validated using MISIL or SAMM
APPENDIX - B-3

FOREIGN COUNTRY CODES

<u>COUNTRY</u>	<u>CODE</u>
* Gaza Strip	GZ
* Germany, Berlin	BZ
Germany	GY
* German Democratic Republic	GC

Ghana	GH
Gibraltar (UK)	GI
Gilbert Islands	GS
Greece	GR
Greenland (De)	GL
Grenada	GJ
Guadeloupe (Fr)	GP
* Guam	GQ
Guatemala	GT
Guinea	GV
Guinea - Bissau	PU
Guyana	GU
Haiti	HA
* Heard Island and McDonald Islands	HM
Honduras	HO
Hong Kong	HK
Hungary	HU
Iceland	IL
India	IN
Indochina	IC
Indonesia	ID
Iran	IR
Iraq	IQ
* Iraq - Saudi Arabia Neutral Zone	IY
Ireland	EI
Israel	IS
Italy	IT
Ivory Cost	IV
Jamaica	JM
Japan	JA
* Johnston Atoll	JQ
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KR
* Korea, Democratic Peoples Republic of (formerly Korea, North)	KN
Korea (Seoul)	KS

* Country Codes which cannot be validated using MISIL or SAMM

APPENDIX - B-3

FOREIGN COUNTRY CODES

<u>COUNTRY</u>	<u>CODE</u>
Kuwait	KU
Kyrgyzstan	KG
Laos	LA
Larvia	LG

Lebanon	LE	
Lesotho	LT	
Liberia	LI	
Libya		LY
Liechtenstein	LS	
Luxembourg	LX	
Macau (Pt)	MC	
Macedonia	MK	
Madagascar	MA	
Malawi	MI	
Malaysia	MF	
Maldives	MV	
Mali	RM	
Malta	MT	
Marshall Islands	R1	
Martinique (Fr)	MB	
Mauritania	MR	
Mauritius	MP	
Mexico	MX	
Micronesia	FM	
* Midway Islands	MQ	
Moldova	MD	
Monaco	MN	
Mongolia	MG	
Montserrat (UK)	MH	
Morocco	MO	
Mozambique	MZ	
Myanmar (Formerly Bermuda)	BM	
Namibia	WA	
Nauru	NR	
* Navassa Islands	EQ	
Nepal	NP	
Netherlands	NE	
Netherlands Antilles (Ne)	NA	
New Caledonia (Fr)	NC	
* New Hebrides	NH	
New Zeland	NZ	

* Country Codes which cannot be validated using MISIL or SAMM

APPENDIX - B-3

<u>COUNTRY</u>	<u>FOREIGN COUNTRY CODES</u>	<u>CODE</u>
Nicaragua		NU
Niger		NK
Nigeria		NI
Niue		NQ
Norfolk Island (At)		NF
Norway		NO

Oman	MU
Pakistan	PK
Panama	PN
Papua New Guinea	PP
* Paracel Islands	PF
Paraguay	PA
Peru INC	D3
Philippines	PI
Pitcairn (UK)	PC
Poland	PL
Portugal	PT
* Puerto Rico	RQ
Qatar	QA
Reunion (Fr)	RE
Romania	RO
Russia	RS
Rwanda	RW
St. Christopher - Nevis - Arguilla	SC
St. Helena (UK)	SH
St. Kitts And Nevis	SC
St. Lucia	ST
St. Pierre and Miquelon (Fr)	SB
St. Vincent And Grenadines	VC
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SR
Saudi Arabia National Guard	SI
Senegal	SK
Serbia	S2
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Slovak Republic	LO
Slovenia	S3
Solomon Islands	BP
Somalia	SO
South Africa	UA

* Country Codes which cannot be validated using MISIL or SAMM

APPENDIX - B-3

FOREIGN COUNTRY CODES

<u>COUNTRY</u>	<u>CODE</u>
* Southern Rhodesia	RH
Spain	SP
* Spratly Islands	PG
Sri Lanka	CE
Sudan	SU

Suriname	NS	
* Svalbard And Jan Meyen	JS	
Swaziland	WZ	
Sweden	SW	
Switzerland	SZ	
Syria	SY	
Taiwan	TW	
Tajikistan	TI	
Tanzania	TZ	
Thailand	TH	
Togo	TO	
Tokelau (Nz)	TL	
Tonga	TN	
Trinidad and Tobago	TD	
* Trust Territory of the Pacific Islands	TQ	
Tunisia	TU	
Turkey	TK	
Turkmenistan	TX	
Turksand Caicos (UK)	TS	
Tuvalu	TV	
Uganda	UG	
Ukraine	UP	
* Union of Soviet Socialist Republics (formerly Soviet Union)	UR	
United	TC	
United Kingdom	UK	
United Kingdom Polaris Project	UZ	
* United States	US	
* United States Misc. Pacific Islands		IQ
* Upper Volta	UV	
Uruguay	UY	
Uzbekistan	U2	
Vanuatu	NH	
* Vatican City	VT	
Venezuela	VE	
Vietnam	VS	
* Virgin Islands of the US	VQ	

* Country Codes which cannot be validated using MISIL or SAMM

APPENDIX - B-3

FOREIGN COUNTRY CODES

<u>COUNTRY</u>	<u>CODE</u>
* Wake Islands	WQ
* Wallis and Futuna	WF
Western Sahara	WI
Western Samoa	WS

Yemen	YE
Yemen, Aden	YS
Yugoslavia	YU
Zaire	CX
Zambia	ZA
Zimbabwe	ZI

Country codes were verified to the :

(1) Management Information for International Logistics (MISIL) Country Code Table.

and / or

(2) Security Assistance Management Manual (SAMM), DOD 5105.38-M

* Country Codes cannot be validated using MISIL or SAMM.

APPENDIX - B-4

INTERNATIONAL BALANCE OF PAYMENTS (IBOP) SUPPLEMENTAL CATEGORY CODES

<u>CODE</u>	<u>TRANSACTION</u>
-------------	--------------------

A	A payment to U.S. personnel abroad . Net pay, allowances, perdiem or reimbursement for travel expenses
B	A payment to U.S. personnel NOT stationed abroad, Reimbursement for expenses abroad
C	A payment to U.S. Contractor or U.S. Supplier for U.S. end products
D	A payment to a U.S. Contractor or U.S. Supplier for U.S services
E	A payment to a U.S. Contractor or U.S. Supplier for U.S. transportation
F	A payment to a foreign Contractor or Supplier . No U.S. end products, services, or transportation
G	A payment to a foreign Contractor or Supplier for U.S. end products
H	A payment to a foreign Contractor or Supplier - U.S. Services
J	A payment to a foreign Contractor or Supplier - U.S. transportation
K	Receipt of cash from U.S. Supplier . A Treasury check
L	A payment to a foreign or U.S. Supplier . Ground POL
M	A payment to the Commodity Credit Corporation - Proceeds from the sale of Commodities by the barter contractor deposited into limited depository bank account
N	A payment to U.S. personnel . The part of net pay mailed to the U.S. by the AFO
Q	A payment made by a foreign government to a U.S. Contractor with counterpart funds . Construction
R	A payment made by a foreign government to a foreign contractor with counterpart funds . Construction
S	A payment made by a foreign government with counterpart funds-other than Construction
T	Local collections from foreign entities - Material
U	Local collections from foreign entities - Services
V	Local collections from foreign entities - Transportation
O	Others not listed

APPENDIX - B-5

R2 OVERAGE REASON CODES

<u>CODE</u>	<u>EXPLANATION</u>
-------------	--------------------

A	Contractor has not submitted Final Invoice/Voucher
B	Final Acceptance not received
C	Contractor has not submitted Patent/Royalty Report
D	Patent/Royalty Clearance required
E	Contractor has not submitted Proposal for Final Price Redetermination
F	Supplemental Agreement covering Final Price Redetermination required
G	Settlement of Subcontract required
H	Final Audits in Process
J	Disallowed Cost Pending
K	Final Audit of Government Property Pending
L	Independent Research and Development Rates Pending
M	Negotiations of Overhead Rates Pending
N	Additional Funds Required but not yet received
P	Reconciliation with Paying Office and Contractor being accomplished
Q	Armed Services Board of Contract Appeals Case
R	Public Law 85-804 Case
S	Litigation/Investigation Pending
T	Termination In Process
U	Warranty Clause Action Pending
V	Disposition of Government Property Pending
W	Contract Modification Pending
X	Contract Release and Assignment Pending
Y	Awaiting Notice of Final Payment
Z	Disposition of Classified Material Pending
1	Canceled Funds
2	Appropriations in the Red
3	Prevalidation Action Pending
4	Reserved
5	Reserved
6	Fee Withheld
7	Awaiting Removal from Excess Fund
8	Reserved
9	Reserved

APPENDIX - B-6

REASON DORMANT REASON CODES

<u>CODE</u>	<u>EXPLANATION</u>
BCA	Armed Services Board of Contract Appeals (ASBCA) Case

TERM-C	Termination for Convenience
PL	Public Law-Claim Pending (e.g., PL 85-804)
BKRPT	Bankruptcy
CIL	Contractor in Litigation
CLL	Under Investigation
GUA	Contract containing provisions for extended testing periods after shipment and before final notice of acceptance from an estimation where final payment is withheld from contractor
LLD	Labor Law Determination
VE	Contingent Value Engineering Payment
DEBT	Ktr Request for Debt DEFERRAL has been Ap proved by the Finance Officer

NOTE : R3 Reason Code DEBT must be used in Conjunction with R9 - 64, Deferred Debt

APPENDIX - B-7

STANDARD ACO CODED REMARKS (R9) CODES

<u>CODE</u>	<u>REMARKS</u>
01	Non-Department of Defense (DoD) Reimbursement Contracts
02	Patent Rights Report
03	Special Tooling Report Due
04	Spares Provisioning
05	Quantity Options Expires
06	Unpriced Order
07	Duty Free Entry Notification Compliance
08	Demilitarization Clause Required for Final Payment

09	Terminated for Default (T for D) or Convenience (T for C)
10	National Industries - Blind
11	National Industries - Severely Handicapped
12	Federal Prisons Industries
13	Guaranteed Maximum Shipping Weights/Free On Board Origin/Minimum Size of Shipments
14	Data Item Description (DID)
15	Negotiated Contract
16	Date Financial Report Required
17	Production Progress Report DD 375 due from Contractor
18	Date Next Fixed Price Incentive/Fixed Price Redetermination Quarterly Statement Due
19	Privately Owned U.S. Flag Vessels
20	Cost Accounting Standards Clause
21	NASA New Technology Report Required
22	Mandatory Review of OBL and FP
23	Notice of Awards - Hard Copy Required
24	Reserved
25	Foreign Military Sales (FMS)
26	Quantity Variation
27	Small Business Administration (8a Program Contract)
28	Special Test Equipment (STE)
29	Data Withholding Clause
30	Reserved
31	Storage Agreement
32	Utilization of Small and Small Disadvantaged Business Concerns
33	Reserved
34	Cancelled Funds

APPENDIX - B-7

<u>CODE</u>	<u>STANDARD ACO CODED REMARKS (R9) CODES REMARKS</u>
35	Negotiated Overhead Rates Clause
36	Overage Calculated Incorrectly Due to Year 2000
37	Reserved
38	Performance Based Payments
39	Reserved
40	Labor Standards Provisions
41	Date Contractor Facilities/Rental Statements/Payment Due

42	Negative Preaward Survey
43	Reserved
44	Arms/Ammunition/Explosives
45	Reserved
46	Support Delegation Made
47	Reserved
48	Commercial Contracts
49	Limitation of Cost or Funds Clause
50	Payment Assigned Debt Offset Limit
51	Assignment of Claims Release Date
52	DD Form 250 Not Required Except Fast Pay
53	Indefinite Delivery Contract With Line Item Shipments Status Report/PIIN (LISSR Contingent Liability Report (CLR)
54	Prime Administration (Less Payment) Other Disbursing Officers
55	Property Action Completed
70	Reserved
56	Manual Closeout Required by ACO
60	RGTS Data/SFTWR 52.227-7013
61	Restrictive Marking Data - 52.227-7018
62	Restrictive Software - 52.227-7019
63	Restrictive Marking Reviewed by Engineering
64	DEFERRED DEBT

NOTE : R9 - 64 is to be entered by the ACO when a Contractor Request for Debt Deferral has been approved by the Finance Officer.

This remark must be in conjunction with the R3 Reason Code "Debt ". When R9 - 64 is present Contracts Cannot be Closed.

APPENDIX - B-8

INSPECTION/ACCEPTANCE CODES

<u>CODE</u>	<u>EXPLANATION</u>
SS	Source Inspection, Source Acceptance
DD	Destination Inspection, Destination Acceptance
SD	Source Inspection, Destination Acceptance
DS	Destination Inspection, Source Acceptance
LT	Letter of Transmittal only
NO	No Inspection/Acceptance required for payment
ZZ	Inspection/Acceptance required, specified elsewhere

ND	Fastpay. No Inspection/Acceptance required for payment
CC	Contract specifically authorizes payment on a properly executed Certificate of Conformance (COC) for other than Air Force contracts
CT	Contract stipulates payment is based on Certification of Voucher, Invoice, etc., other than DD Form 250/1155
OC	Air Force contracts with Certificate of Conformance

APPENDIX - B-9

<u>UNIT OF ISSUE</u>		<u>(PURCHASE UNIT/UNIT OF MEASURE)</u>	
<u>EXPLANATION</u>	<u>CODE</u>	<u>EXPLANATION</u>	<u>CODE</u>
<u>A</u>		<u>C</u>	
AMPOULE	AM	CUBIC INCH	CI
ASSEMBLY	AY	CUBIC METER	CZ
ASSORTMENT	AT	CUBIC YARD	CD
		CURIE	CU
<u>B</u>		CYLINDER	CY
BAG	BG	<u>D</u>	
BALE	BE	DECAGRAM	DC
BAIL	BA	DECIMETER	DE
BAR	BR	DECIGRAM	DG
BARREL	BL		

BASKET	BS	DECILITER	DL	
BLOCK	BC	DECK	DK	
BOARD FOOT	BF	DOZEN		DZ
BOLT	BO	DRAM	DM	
BOOK	BK	DRUM	DR	
BOTTLE	BT	DUFFLEBAG	DB	
BOX	BX			
BRICK	BI	<u>E</u>		
BRIQUET	BQ			
BUNDLE	BD	EACH	EA	
BUSHEL	BU	ENGINE CONTAINER	EC	
		ENGINE CRADLE	ED	
<u>C</u>		ENVELOPE	EN	
		EXPOSURE	EX	
CABINET	CA			
CAKE	CK	<u>F</u>		
CAN	CN			
CAPSULE	CP	FLASH	FL	
CARAT	KR	FOLD	FD	
CARBOY	CB	FOOT	FT	
CARTON	CT	FOOTLOCKER	FK	
CASE	CS	FRAME	FR	
CASH	KS			
CENTIGRAM	CG	<u>G</u>		
CENTIMETER	CM			
CHAIN	KK	GRAIN	DN	
CHEST	CH	GRAM	GM	
COIL	CL	GREAT GROSS	GG	
CONE	CE	GROSS	GR	
CONTAINER	CO	GROUP	GP	
CORD	KD			
CRATE	CR	<u>H</u>		
CUBIC CENTIMETER	CC			
CUBIC FOOT	CF	HAMPER	HA	
		HANK	HK	

APPENDIX - B-9

<u>UNIT OF ISSUE</u>	<u>(PURCHASE UNIT/UNIT OF MEASURE)</u>		
<u>EXPLANATION</u>	<u>CODE</u>	<u>EXPLANATION</u>	<u>CODE</u>
<u>H</u>		<u>P</u>	
HEAD	HE	PACK	PK
HOGSHEAD	HH	PACKAGE	PG
HUNDRED	HD	PAD	PD
HUNDRED FEET	HF	PAIL	PL
HUNDRED POUNDS	HP	PAIR	PR
HUNDRED SQUARE FT	HK	PALLET	PP
HUNDRED WEIGHT	HW	PANEL	PN
HUNDRED YARDS	HY	PAPER	PA
		PECK	PE
<u>I</u>		PELLET	PX
		PENNYWEIGHT	DW

INCH	IN	PIECE	PC
INGOT	IG	PILLOW	PI
<u>J</u>		PINT	PT
JAR	JR	POUND	LB
JUG	JG	PYRAMID	PT
<u>K</u>		<u>Q</u>	
KEG	KE	QUART	QT
KILOGRAM	KG	QUART IMPERIAL	QI
KILOMETER	KM	QUIRE	QR
KIT	KT	<u>R</u>	
<u>L</u>		RATION	RA
LENGTH	LG	REAM	RM
LINEAR FOOT	LF	REEL	RL
LINEAR YARD	LY	RIBBON	RN
LINK	LK	ROLL	RO
LITER	LI	ROUND	RD
LONG TON	LT	<u>S</u>	
LOOSE (NOT PACKAGED)	LS	SACK	SA
LOT	LO	SECTION	SC
<u>M</u>		SET	SE
METER	MR	SHEET	SH
MILE	MI	SHORT TON	ST
MILLIAMPERE	MA	SHOT	SO
MILLILITER	ML	SKEIN	SK
MILLIMETER	MM	SKID	SD
		SKID BOX	SB
		SLEEVE	SV
<u>O</u>		SPOOL	SL
OUNCE	OZ	SUITCASE	SW

APPENDIX - B-9

<u>UNIT OF ISSUE</u>	<u>(PURCHASE UNIT/UNIT OF MEASURE)</u>		
<u>EXPLANATION</u>	<u>CODE</u>	<u>EXPLANATION</u>	<u>CODE</u>
<u>S</u>		<u>U</u>	
SQUARE	SQ	UNIT	UN
SQUARE FOOT	SB	U.S.P. UNIT	US
SQUARE INCH	SI		
SQUARE METER	SM	<u>V</u>	
SQUARE YARD	SY	VIAL	VI
STACK	SS	VOLUME	VO
STICK	SX		

STRIP	SP	<u>W</u>	
<u>I</u>			
TABLET	TT	WAFER	WF
TAPE	TP	WEIGHT	WT
THOUSAND	MX	WRAP	WR
THOUSAND CUBIC FOOT	MC	<u>Y</u>	
THOUSAND FEET	MF		
THOUSAND ROUNDS	RX	YARD	YD
TIN	TI		
TON (2,000LB)	TN		
TROY OUNCE	TO		
TRUNK	TK		
TUB	TB		
TUBE	TU		

APPENDIX B-10

QUANTITY VARIATION TABLE

PERCENTAGE	INPUT	PERCENTAGE	INPUT
1%	01	1/8 of 1%	0A
2%	02	1/10 of 1%	0H
3%	03	1/4 of 1%	0B
4%	04	3/8 of 1%	0C
5%	05	1/2 of 1%	0D
6%	06	5/8 of 1%	0E
7%	07	3/4 of 1%	0F

8%	08	7/8 of 1%	0G
9%	09	1-1/8%	1A
10%	10	1-1/4%	1B
		1-3/8%	1C
		1-1/2%	1D
		1-5/8%	1E
		1-3/4%	1F
		1-7/8%	1G
		2-1/8%	2A

For fractions of 2-1/8 through 9 percent, the whole number percentage will be substituted for the 1 percent in the above chart. If none of the above combinations accurately express the variation, enter 9 blank (i.e., see contract) in these positions.

APPENDIX B - 11

SPECIAL R9 CODES

CODE DESCRIPTION

* PA	ENG & DSN MGMT/MIL - STD-499/152
------	----------------------------------

PB	MCCR & SOFTWARE DEVELOP/DOD-STD-2167/2168
----	---

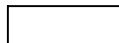
PC RELIABILITY/MIL-STD-785

PD INTEG LOG SUPPORT/MIL-STD-1388

PE	TEST EVALUATION/MIL-STD-781 OR 810 OR 2165
* PF	CONFIG MGMT/ML-STD-480/ /973
PG	SYSTEM SAFETY/MIL-STD-882/1574
PH	MAINTAINABILITY/MIL-STD-470
PI	DESIGN TO COST/MIL-STD-337
PJ	WORK MEASUREMENT/MIL-STD-1567A
* PK	PROD MGMT/MIL-1528
PL	C/SCSC-W/CPR
PM	C/SSR
PN	PRODUCTABILITY
PO	ENVIRONMENTAL

* = UNIT COST

NOTE :



Canceled per ...
DEFENSE STANDARDS IMPROVEMENT COUNCIL
(DSIC)

APPENDIX B - 12

KIND OF MODIFICATION CODE TABLE

<u>INDICATOR</u>	<u>DESCRIPTION</u>
A	CHANGE ORDER INCLUDING EXERCISE OF UNPRICED OPTIONS, (REQUIRES CODE G DEFINITIZATION)
B	CHANGE ORDER/FUNDING ACTION/ADMINISTRATIVE CHANGE (DEFINITIZATION NOT REQUIRED)
C	SUPPLEMENTAL AGREEMENT INCLUDING NO COST PARTIAL TERMINATION SETTLEMENT (DOES NOT REQUIRE FURTHER DEFINITIZATION)
D	TRANSFER OF CONTRACTS BETWEEN PURCHASING ACTIVITIES
E	TRANSFER OF CONTRACTS BETWEEN ADMINISTERING ACTIVITIES
F	CORRECTION OF HARD COPY ERROR
H	DEFINITIZED PROVISIONED ITEM ORDER (PIO)

(A ONE STEP PIO--DOES NOT DEFINITIZE A PREVIOUS PIO)

I	REFUND OF RECUPMENT RESULTING FROM A SPARE PARTS ACQUISITION INITIATIVE (DOES NOT REQUIRE FURTHER DEFINITIZATION)
J	WORK ORDER/TASK ORDER (REQUIRES CODE Z DEFINITIZATION)
K	UNPRICED ORDER DEFINITIZATION (DEFINITIZES AN UNPRIZED ORDER, WHICH IS A KIND OF CONTRACT CODE 9 DOCUMENT)
L	LETTER CONTRACT DEFINITIZATION (DEFINITIZES A LETTER CONTRACT, WHICH IS EITHER A KIND OF CONTRACT CODE 8 DOCUMENT OR A SPECIAL KIND OF MODIFICATION CODE W DOCUMENT)
M	RESERVED FOR INTERNAL SERVICE/AGENCY USE (ARMY USES THIS CODE TO IDENTIFY THE COMPLETE CANCELLATION OF A PURCHASE ORDER WHICH IS ADMINISTERED "IN HOUSE" AND ON WHICH NO DELIVERIES HAVE BEEN MADE)
N	EXCERCISE OF PRICED OPTION (DEFINITIZATION NOT REQUIRED)
O	LEASE ADJUSTMENT (MODIFICATION TO FACILITY CONTRACT)
P	PARTIAL TERMINATION FOR CONVENIENCE (REQUIRES CODE U DEFINITIZATION)

APPENDIX B - 12

KIND OF MODIFICATION CODE TABLE

<u>INDICATOR</u>	<u>DESCRIPTION</u>
Q	PARTIAL TERMINATION FOR DEFAULT (REQUIRES CODE U DEFINITIZATION)
R	OBLIGATION ADJUSTMENT AFTER PHYSICAL COMPLETION OF THE CONTRACT
S	PROVISIONED ITEM ORDER (REQUIRES CODE V DEFINITIZATION)
T	COMPLETE TERMINATION NOTICE FOR CONVENIENCE (REQUIRES CODE U DEFINITIZATION)
U	TERMINATION SETTLEMENT (DEFINITIZATION P, Q, T, AND X DOCUMENTS)
V	PROVISIONED ITEM ORDER (DEFINITIZES CODE S DOCUMENT, PARTIAL OR TOTAL)

W	LETTER CONTRACT MODIFICATION (REQUIRES CODE L DEFINITIZATION)
Y	EXCESS FUNDS REMOVAL (DECOMMIT AND DEOBLIGATE DUE TO A PARTIAL OR COMPLETE TERMINATION)
Z	WORK AND TASK DEFINITIZATION (DEFINITIZES CODE J DOCUMENT)
2	* COMPLETE TERMINATION FOR DEFAULT (DEFINITIZATION NOT REQUIRED)

NOTE: * Requested By Army

APPENDIX C-1

ADDITIVE CLINS

General :

The DLA Directorate of Contracting (DLA-P) has developed a series of CLINs for recording deliverable additives, non-deliverable additives, and additives to record financial adjustments. This provides the Defense Supply Centers with a method to record additive costs charged by a vendor which were not identified in the original requisition or purchase request. The additive CLINs were assigned numbers in the **9900** series and are abstracted to DCMDs in MILSCAP format and also appear on the hard copy contract.

As the additive CLINs are input by and solely for the use of DLA Supply Centers, they are **NOT** to be changed by DCMD functional personnel. To do so, would cause the DLA Supply Centers to lose their unique ability to identify such items for state taxes, local taxes, first article, etc.

INPUT OF ADDITIVE CLINS (SAMMS)

- a. The additive CLIN process allows SAMM system recording of additive

costs charged by a vendor which are not identified in the original requisition or purchase request. Input of an additive CLIN by the buyer creates a system record for the charge and this record will be displayed on system interrogations, hard copy awards, and workload reports. Input of an additive CLIN will also expedite the on-line expenditure process by allowing payment of separately priced invoice items. Additionally, additive CLINs are abstracted to MOCAS, thus allowing DCMD/DFAS to reconcile hard copy documents with SAMMS.

b. The SAMM system processes three categories of additive CLINS : deliverable additives, non-deliverable additives, and additives to record financial adjustments to the active contract file (ACF). Deliverable additives are considered receiptable, and thus will reflect the requisition data applicable to the material CLIN. The deliverable additives also appear on the contract delinquency reports and are abstracted via MILSCAP transaction PAF (Contract Abstract, Supplies Schedule Data Record) for control purposes. Non-deliverable additives are not receiptable and therefore are abstracted via MILSCAP PAH (Contract Abstract, Service Line Item Data Record). Deliverable input to record financial adjustments to the active contract file are neither abstracted nor will they appear on any contracting reports.

c. Additive CLINS will be assigned numbers in the **9900** series. The following additives are currently used in SAMMS. The item description will be perpetuated in the additives CLIN record for identification purposes.

APPENDIX C-1

ADDITIVE CLINS

INPUT OF ADDITIVE CLINS (SAMMS)

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>CLIN</u>	<u>DESCRIPTION</u>
9901	PPP&M	9912 *	Data
9902	Special Marketing	9913 *	Provisioning
9903	DD250	9914	State Tax
9904	Premium Transportation	9915	Local Tax
9905	Shipping/Handling	9916 *	Sample Manuals-Tech OPP
9906	1st Article Test	9917 *	Sample Manual-Information Only
9907 *	1st Article Report		
9908	Set-up Charges	9918-49	Reserved
9909	Federal Excise Tax	9950 #	Advanced Payments
9910	Special Test	9951 #	Progress Payments
9911 *	Manual	9952 #	Lump Sum Settlement-Increase
		9953 #	Lump Sum Settlement-Decrease

- * Deliverable Additives
- # Financial Adjustments to Active Contract File

d. The buyer will prepare an additive CLIN input whenever the vendor identifies an additive cost, to be added to the invoice as a separate item, which matches a charge in CLINs **9901** through **9949**. Additionally, **9950** through **9953** will only be utilized when requested by DFAS.

NOTE : It is again reemphasized, DCMD functional personnel are not to change additive CLINS.

APPENDIX D-1

CONTRACT COMPLETION STATEMENT

1. The Contract Completion Statement (CCS), PK9, is the DFARS authorized MILSCAP version of the DD Form 1594. It is the means by which the CAO informs the Purchasing Office (PO) or service designated ADP point of the major events of physical completion, final payment, and/or that the CAO contract file is closed. For all contracts, a final CCS is the basis for the PO to closeout the contract file.

2. Reporting Physical Completion

a. A contract is physically completed when : (i) The contractor has completed the required deliveries of supplies and the Government has inspected and accepted such supplies: or (ii) The contractor has performed all services and the Government has accepted such services: or (iii) notice of complete contract termination has been given to the

contractor by the Government. Facilities contracts and rental, use, and storage agreements shall be considered to be physically complete when a notice of complete termination has been issued, or the contract period has expired .

b. When a Large Purchase contract (Contract Closeout Group B, C, or D) is physically completed (i.e., delivery complete, or services accepted), the CAO with the primary contract administration responsibility will forward an interim CCS (i.e., a PK9 transaction) to the PO as a means of reporting physical completion.

c. Small Purchase contracts (Contract Closeout Group A) usually do not require payment reporting for contract completion or file closeout. For these contracts, the final CCS will normally be issued and may only include the physical completion dates.

APPENDIX D-1

CONTRACT COMPLETION STATEMENT

3. Reporting Final Payment and Completion of All Administrative Actions

Contracts meeting the closing criteria for Contract Closeout Group A usually do not require final payment reporting for contract completion or file closeout. When the payment function on contracts meeting the closing criteria for Contract Closeout Groups B, C, or D is assigned to an office other than the office with primary contract administration responsibility, the disbursing office will notify the primary CAO when the final payment has been made and the disbursing office file closed. When final payment is made and other actions completed, the CAO with primary contract administration responsibility will forward a final CCS (i.e., PK9) designated as Contract Closeout Group B, C, or D to the PO based upon physical completion, final payment, and completion of all administrative actions.

4. In those cases when a PKZ (Contract Closeout Extension) transaction has been received from the PO, the CAO will issue a final PK9 transaction within five (5) workdays after the extended closeout date, only if the CAO had to perform an additional contract administration function. The contract file will be closed and the last issued final PK9 will apply if the CAO did not have additional administration functions to perform after issuance of the final PK9 transaction.

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SCREEN CT3315 - Fields	61
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